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ABSTRACT

A nationwide survey of English language institutes in Indonesia is presented. The purpose of the survey was to assist government agencies, ministries, embassies, and donor agencies in matching their trainees' needs with suitable language training programs. Information is included on 38 language institutes throughout the archipelago. The survey grew out of a need to identify government and private language institutes with the experience and/or potential to offer pre-departure English language training to Indonesians bound for post-graduate degree programs or for short-term, non-degree training programs overseas. Contents are as follows: descriptions of 17 Jakarta English language institutes; descriptions of 36 regional English language institutes; language assessment tests and academic aptitude and admissions tests; guidelines for selecting English language programs; language training models; the Canadian International Development Agency General Training Program; descriptions of professional groups and meetings; a language institute directory; and a glossary. (LB)

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SURVEY OF ENGLISH LANGUAGE INSTITUTES IN INDONESIA

First Edition



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**SURVEY OF
ENGLISH LANGUAGE INSTITUTES
IN
INDONESIA**

**Nancy Yildiz, Ph.D.
Claire Wilbur, M.A.
Asim Gunarwan, Ph.D.**

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ILP	International Language Program.....	49
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LP3B-UT	Lembaga Pengembangan Program Pengajaran Bahasa, Universitas Terbuka (Institute for the Development of Language Program, Open University, Indonesia)	69
PPIA	Perhimpunan Persahabatan Indonesia- Amerika (Indonesian-American Friendship Association)	78
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FOREWORD

Overseas training programs are an important measure of Indonesia's effort in human resources development, and can be viewed as a way of enhancing professional qualifications; improving technologies and acquiring new systems to support the Government's national development goals.

Since 1984, the Overseas Training Office (OTO) has been developing an Indonesian capacity for the selection, preparation, placement, and monitoring of eligible participants in overseas training programs in Australia, Canada, the United States, Great Britain, and more recently Asia. As well as achieving an increasingly effective English language and academic preparation process, the OTO aims to communicate information about the Indonesian experience in pre-departure English language training to all interested parties.

As the Director of OTO, I am pleased that this national survey of English Language Training Institutes has come to fruition through the cooperative effort of the Overseas Training Office of BAPPENAS and the General Training Program, funded by the Canadian International Development Agency (CIDA). This publication will be of invaluable use to Education and Training Centers (Pusdiklats) and other agencies seeking information about pre-departure English language training. I also wish to express my thanks and appreciation to the representatives of CIDA and its General Training Program for their continued support in the growth of the nation's manpower capabilities.

Dr. Mustopadijaja AR
Chairman/Director, OTO
Overseas Training Office

PREFACE

This nationwide Survey of English Language Institutes in Indonesia was a cooperative effort of the Overseas Training Office (OTO) of the National Planning Agency (BAPPENAS) and the General Training Program (GTP), a project funded by the Canadian International Development Agency (CIDA).

The publication includes information on 38 language institutes throughout the archipelago as well as up-dated information on the 15 language institutes of the 1990 Survey of English Language Institutes (Jakarta) by Helen Vanwel and Asim Gunarwan. It is intended to assist government agencies and ministries, development sections of various embassies and donor agencies in matching their trainees' needs with suitable language training programs.

The project grew out of the need to identify government and private English language institutes which have the experience and/or the potential to offer pre-departure English language training to Indonesians bound for post-graduate degree programs or for short-term, non-degree training programs overseas (e.g., six week management training).

The survey of the institutes took place between September 1990 and March 1991. It began with a screening of the language institutes by telephone. This was followed by the mailing of a seventeen-page questionnaire to the key persons responsible for the language training programs. The questionnaire asked for information about the kinds of students served, courses offered, core texts, facilities and equipment, teaching staff qualifications and experience, and clients served.

Upon completion of the questionnaire, the authors visited each language institute to check the information and to tour the facilities. Initially, the authors made the survey visits as a team to ensure consistency in reporting. Later, each team member made survey visits alone so that the language institutes in the outlying regions could be covered in a short period of time. The only center which the authors did not visit was the University Syiah Kuala in Banda Aceh.

The initial criteria for inclusion in the survey of the language institutes was that the institute should: a) offer full-time (25 hrs/wk) English language classes at various levels; b) employ at least five teachers who have a minimum of a bachelor's degree plus a certificate or diploma in TEFL and two years teaching experience; c) be able to take fee-paying students; and d) occupy a permanent location, which is either owned or rented.

It became apparent during the survey visits that, unlike English language institutes in Jakarta, many language centers in the regions did not meet all four criteria. For example, some of the centers in Kalimantan and Irian Jaya have fewer than five staff members on site; in Jawa, Nusa Tenggara and Sumatra, some of the university language centers currently offer language training courses only for faculty members or government organizations, and not the general public; and in Jawa, some of the private language institutes offer part-time courses due to local demand. These centers warranted inclusion in the survey as they were the most active English language centers in a particular area and have potential to meet the criteria if the demand for their services increases.

Following the survey visits, the authors wrote descriptions of the institutes and sent these to the key persons interviewed at each institute to confirm content accuracy before publication. The format of this publication is similar to that of the 1990 **Survey of English Language Institutes (Jakarta)** but has been expanded to include more comprehensive details, particularly about program information, core texts, facilities, and teacher qualifications. The information reflects conditions in the 53 English Language Institutes as of June 1991.

To assist the reader, this **Survey of English Language Institutes in Indonesia 1991** is organized by city and region, starting with language institutes in Jakarta, then followed by institutes in Bali, Irian Jaya, Jawa, Kalimantan, Maluku, Nusa Tenggara, Sulawesi, and Sumatra. Please note that the information in this publication does not reflect an evaluation of the institutes nor does it imply endorsement by the Overseas Training Office or the General Training Program.

To assist agencies and organizations in preparing candidates to meet the requirements of overseas training institutions, information on language, academic and aptitude tests is included. Also included are guidelines for the selection of language training programs and institutes and information about the OTO ELT Model. Sponsors may find such information useful in the selection or planning of an appropriate language program for their trainees.

The last two sections of the publication provide information about the Overseas Training Office and CIDA General Training Program, the joint sponsors of the survey and its publication.

It is intended that this publication will be up-dated on a bi-annual basis. Comments and suggestions to add to and improve such information on English language institutes in Indonesia are welcomed.

Nancy Yildiz
Claire Wilbur

ACKNOWLEDGEMENTS

The authors are grateful to all the people who have helped us with this publication. Our special thanks to: Helen Vanwel whose earlier work on the Jakarta English Language Survey laid the foundation for this publication; the staff of the language institutes who gave willingly of the time and energy to complete the survey; I. Aminarti Widiati, SE from GTP and Wiky Witarni from OTO who spent countless hours preparing the final manuscript; and Kurnia Idfi, SE from BAPPENAS who did the layout of the publication and designed the cover. Thanks also go to: Dr. Mustopadidjaja AR, Director of OTO-BAPPENAS; Drs. Affan Hasan, Chief of Bureau I; and Dr. Benny H. Hoed, Chief of Bureau III of OTO for their guidance in shaping this publication; and to Michael Draper, the Director of GTP, and Catherine Thompson the former Director for their support and efforts in making this publication possible.

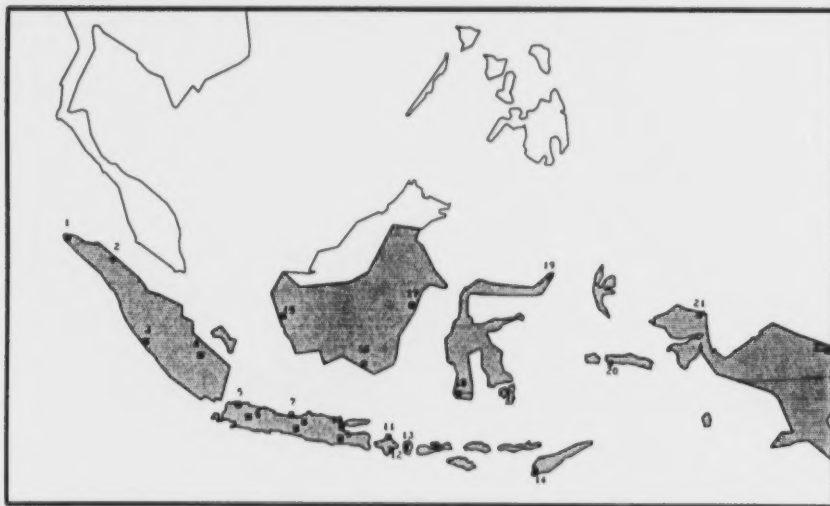
FUNDING

The survey and publication was funded by CIDA General Training Program and the Overseas Training Office-BAPPENAS. Additional copies of the publication were funded by the British Council which has been a strong supporter of this project.

NOTE:

The authors recognize that information changes quickly and advise the reader to contact the institute directly to verify the current situation; e.g., staff qualifications, current facilities and equipment available.

SURVEY OF ENGLISH LANGUAGE INSTITUTES



- | | | | |
|---------------|---------------|-------------------|---------------|
| 1. Banda Aceh | 7. Semarang | 13. Mataram | 19. Manado |
| 2. Medan | 8. Yogyakarta | 14. Kupang | 20. Ambon |
| 3. Padang | 9. Malang | 15. Pontianak | 21. Manokwari |
| 4. Palembang | 10. Surabaya | 16. Banjarmasin | 22. Jayapura |
| 5. Jakarta | 11. Singaraja | 17. Samarinda | |
| 6. Bandung | 12. Denpasar | 18. Ujung Pandang | |

**JAKARTA
ENGLISH LANGUAGE INSTITUTES**

AMERICAN LANGUAGE TRAINING (ALT)

**Jalan Panglima Polim Raya 100
Jakarta 12130**

Tel: 720-0758, 720-0759, 720-0760, 720-0761

Contact Persons:

**Mr. Sumartono Sumarsidik, Director
Mr. Scott Paauw, Program Director**

GENERAL INFORMATION

Brief Description

American Language Training is a fully accredited Indonesian "yayasan" (foundation) which was founded in October 1982. It provides English language training to the general public as well as government and non-government clients. Course offerings include: General English upgrading, project-sponsored English for Academic Purposes courses, Communication Skills, Seminar Skills, TOEFL/GMAT Preparation, Technical English, Business English, English for Specific Purposes, English for Children, and Bahasa Indonesia for expatriates.

ALT is managed by a director and program director who report to executive directors. It maintains a working relationship with several institutions in the United States for student placement and staff recruitment.

Site and Building

The ALT head office is located on Jalan Panglima Polim Raya in South Jakarta. It occupies three storeys of a rented building and has 12 classrooms, a combined language/computer laboratory, an assembly room, prayer room, and library. Two branch schools are also located in Jakarta. One branch, which has five classrooms, is located on Jalan Gajah Mada. The other, with seven classrooms, is located in Kelapa Gading and was opened in February 1991. All three centers are within easy access by public transport.

Branches

In addition to the two Jakarta branches, ALT has branch schools in Banjarmasin and Pontianak, Kalimantan. The former opened in October 1989 and the latter in August 1990.

Students

Since its start-up, over 6,000 students have studied at ALT in

Jakarta. Currently, 1675 part-time students and 200 full-time students are enrolled at ALT. The full-time students are mostly civil servants or private sector employees participating in EAP and ESP programs. Part-time students include civil servants and members of the general public, mostly junior/senior high school students (38%), university students (30%), office workers (17%), and others (12%).

Reporting Systems

Most reports are computerized including student records, testing, and attendance. Individual evaluations are written by teachers on each student at regular intervals. Course reports are comprehensive and include goals achieved, content covered, materials used, and teacher assessments of students.

Future Plans

ALT plans to expand to one new location outside of Jakarta each year. Continued development of its library and self-access materials is also a top priority.

PROGRAM INFORMATION

ALT offers both public and private courses. Public courses are the first three listed; the remainder are geared to the private sector.

American English Communication : levels: 1-11; PT, 60 hrs/level; for 3 mths, 2 hrs. twice a wk; focus on functional communication skills.

American Conversation Group : level: 5+; PT, new classes open monthly; guided conversation 2 hrs twice a week.

Intensive TOEFL Preparation : level: 6+ or TOEFL 400; 8-wk course, 10 hrs/wk; TOEFL-directed content.

English for Academic Purposes : levels: flexible, depends on client's needs; OTO model is 30 hrs/wk for 11 wks per level; content includes TOEFL, Math, GRE, GMAT, and computer skills.

Technical English : levels: 1-6; PT or FT; all four skills, technically based English, oral, and written communication skills; length from 60 to 1000 hrs.

ESP : levels: 1-6; PT; 60 hrs/level; focus on communication skills for banking, tourism, secretarial skills, journalism; hours vary.

- Seminar Skills** : level: post intermediate; 60 hrs/level, PT, flexible hrs; video-based course for giving effective business/seminar presentations, conference papers, or carrying out business negotiations.
- Writing Skills** : levels: flexible; 60 hr course; depends on client's needs; focus on business communication, memo and report writing.
- Communication Skills**: levels: vary; 60 hr-course; non-specific English.
- Video Training** : level: bilingual; PT or FT, course length varies, minimum 100 hrs; instruction in English re: camera operation, shooting techniques, lighting, etc.
- Bahasa Indonesia** : levels: 1-4; on demand for either public or private students.

Class Size and Schedule

Classes are divided into 12 to 18 participants according to ability levels and type of program. EAP classes run from 08:00 to 14:00 Monday to Friday. General English classes and Conversation classes are offered in the afternoons and evenings at the following times: 14:30 to 16:30, 16:45 to 18:45, and 19:00 to 21:00. TOEFL Preparation classes follow a similar schedule. Times for other classes are flexible and depend on clients' needs.

Curriculum and Materials Development

Materials are usually compiled or developed concurrently with the implementation of a program but a large bank of specially developed materials is also available. Three full-time materials developers and five program coordinators have release time for materials development.

Core Texts

For the General English courses, **In Touch**, **Life Styles**, and **American Kernel Lessons** are popular texts; for TOEFL classes, **Longman's Preparation Course** is used. Both of these courses are heavily supplemented by materials developed in-house. Other public course offerings use in-house developed materials exclusively. For EAP/ESP, teachers draw on a library of over 1500 titles as well as a large collection of client-specific and subject-specific materials.

Language Testing and Student Placement

The test batteries used are TOEFL, GRE, and GMAT. All other tests used are developed by ALT and regularly updated. For non-EAP programs, the ALT Placement Test is used. Institutional or

International TOEFL is required for EAP programs.

Evaluation for successful completion of one level and advancement to the next includes test scores, teacher evaluation and attendance for general public classes. For ESP/EAP courses, a student's advancement depends upon criteria determined by the client and ALT, and can include progress test scores, standardized tests, teacher assessment, classwork, homework, and attendance.

ALT offers Institutional TOEFL on its premises and can register students for the International TOEFL.

Tailor-made Programs

ALT can offer tailor-made programs in all areas. Particular areas of expertise are: EAP, Standardized Test Preparation, Seminar Skills, Writing, and Video Training. Normally, four weeks' lead time is required.

Country Specific Orientation

American Language Training has experience preparing participants for study in the USA, Australia, Canada, Netherlands, the United Kingdom, Philippines, and Thailand. It has an extensive collection of materials specifically relating to Canada and the USA.

Program Fees

Program fees vary according to program and client requirements.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

ALT has 35 full-time and 13 part-time teaching staff at the three Jakarta schools.

Nationalities :	Indonesian	:	20
	American	:	21
	Australian	:	2
	British	:	1
	Canadian	:	3
	New Zealand	:	1

Teacher Qualifications

For Indonesians, a degree in English from a recognized university or IKIP with at least two years' experience in teaching EFL is the minimum requirement. For expatriates, a degree in ESL or related field with four years' experience is required. Preference is given to staff with masters' degrees and overseas experience. Of the present staff, 10 hold masters' degrees in ESL, English, Linguistics or Education, and one has a Ph.D. in Education.

Teaching Experience

The teaching staff have a wide range of experience both in Indonesia and other countries. Most of the teachers have taught in Indonesia for two to five years.

Contract and Length of Service

Three Indonesians and 17 native English speakers have 18-month contracts. The other teaching staff are hired on a course-by-course basis. The average length of service is 3 years for native speakers and 1.5 years for Indonesians.

ELT Consultant : not applicable

Head Teacher/Teacher Ratio : 1 : 5

Administrative Positions

1 Director	: FT
1 Program Director	: FT
1 Director of Administration	: FT
1 Director of Studies	: FT
2 Branch Managers	: FT
3 Materials Coordinators	: FT
5 Program Coordinators	: FT
1 Testing Coordinator	: FT
1 Registrar	: FT
2 Marketing Managers	: FT
1 Office Manager	: FT
1 Finance Manager	: FT
1 Personnel Manager	: FT
1 Student Advisor	: PT

Support Staff

1 librarian	: FT
2 library clerks	: FT
2 technicians	: FT
2 secretaries	: FT
6 receptionists	: FT
1 bookkeeper/cashier	: FT
6 support staff	: FT
2 marketing staff	: FT
2 office clerks	: FT
2 drivers	: FT
1 security guard	: FT
2 self-access monitors	: FT

FACILITIES AND RESOURCES

Classrooms : 12 classrooms at head office and 6 each at the branches.

Average Size : 5m x 7m

All classrooms are air-conditioned and contain student desk chairs, teacher's desk, tape recorder with two speakers, and a large white board.

Other Facilities

Library*	Yes	only at main center
Self-access Center	Yes	combined with library
Language Laboratory	Yes	
Computer Laboratory	Yes	shares same room as language laboratory
Auditorium*	Yes	used as video viewing room
Teachers' Offices	Yes	
Teachers' Lounge	Yes	combined with offices at branches
Student Lounge	Yes	
Cafeteria*	Yes	serves hot/cold food and drinks
Technician's Office	Yes	
Prayer Room*	Yes	
Student Residence	Yes	

* These facilities are only at the main center.

Student Library/Self-access Center

The student library cum self-access center is open Monday to Friday from 08:00 to 17:00 and from 08:00 to 12:00 on Saturdays. Library holdings include over 1000 titles, mostly readers which the students can borrow on a two-week loan basis. The library, being small, can seat only four students. Some self-access reading materials and grammar exercises are available. A facilitator is available during opening hours.

Teacher Reference Library

The teacher reference library contains over 2500 titles, of which 1500 are specifically related to ELT. Titles include over 500 audio cassettes, 50 videos, periodicals, journals, and subject specific reference books.

Combined Computer and Language Laboratory/Self-access Listening

A room on the third floor houses the new Tandberg language laboratory with 20 carrels (installed October 1990) and the recently acquired 18 IBM compatible computers and three printers. The laboratory is open from 07:00 to 17:00 Monday to Friday, and from 07:00 to 12:00 on Saturdays. It has a collection of over 120 audio

tapes and some software (Wordstar, Lotus) that students can use for independent study when classes are not scheduled. A study facilitator is available throughout the day.

Some popular tapes available are: **Listening Focus**, **Listening Contours**, **Listening Tasks**, **Telephone Talk**, and **Consider the Issues**.

Equipment

- 2 overhead projectors
- 40 tape recorders (12 of them at the branches)
- 2 video recorders (Sony Betamax, VHS)
- 2 video cameras
- 2 photocopy machines
- 1 TV
- 1 slide projector
- 1 fast dubbing machine

No editing or recording facilities are available on ALT premises but ALT has free unlimited access to a professional recording studio.

ADDITIONAL INFORMATION

The Listening Post

The Listening Post is a radio/newspaper series that uses distance learning techniques to teach spoken and written English. The program has been on the air with **Radio Sonora** and in **The Jakarta Post** for over two years, since it was first conceived by the teaching staff at ALT. The creator and producer of the series is Bryon Black, a Canadian, who has been producing films, videotapes, cable and radio programs since 1965 in Japan, Canada, Thailand, and Indonesia. The series continues to grow in popularity.

Newsletter

To supplement **The Listening Post**, ALT has produced a newsletter since June 1989 to keep the 'fans' posted about upcoming events, articles of interest, interviews with prominent figures and celebrities, profiles of listeners and announcers, etc. This newsletter is distributed free-of-charge to all readers and listeners of **The Listening Post**.

Clients

ALT's clients in the government sector include: Department of Education and Culture (DEPDIKBUD), Department of Agriculture (DEPTAN), Department of Public Works (DPU), Department of Finance (DEPKEU), Department of Trade (DEPERDAG), Department of Home Affairs (DEPDAGRI), Department of Health (DEPKES), Department of Cooperatives (DEPKOP), Department of

Forestry (DEPHUT), Department of Manpower (DEPNAKER), Department of Tourism, Post and Telecommunications (DEPPARPOSTEL).

Government agencies include: Overseas Training Office/National Development Planning Agency (OTO/BAPPENAS), The Agency for the Assessment and Application of Technology (BPPT), Family Planning Coordination Board (BKKBN), State Oil Company (PERTAMINA), National Institute of Science (LIPI), Agency for Foreign Investment (BKPM), State Electricity Company (PLN), and Special District of Jakarta as well as State Banks, including: Bank Indonesia, Bank Negara Indonesia, Bank Rakyat Indonesia, Bank Dagang Negara and Bank Bumi Daya.

Other clients include donor agencies such as: USAID, the World Bank, UNDP, and CIDA. ALT also has numerous clients in the oil and gas industry and the private sector.

**LEMBAGA BAHASA UNIKA ATMA JAYA
ATMA JAYA LANGUAGE INSTITUTE**

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Katrin E Sukamto, Coordinator
V. Rido Rasmodjo, Coordinator**

GENERAL INFORMATION

Brief Description

The Atma Jaya Language Institute is a part of the Atma Jaya Catholic University, which consists of 5 faculties and 3 institutes (Language, Research and Ethics). This private university is funded by a "yayasan" or foundation. The three Directors of the Institutes for Language, Research and Ethics report directly to the Board of Trustees of the foundation.

The Institute was started in 1970 to provide language laboratory services for students and faculty members of the English department and changed its status to a language institute in 1977. Currently, the institute conducts research in languages, as well as offering general courses in English and Bahasa Indonesia to university personnel and the general public.

Site and Building

The Institute is situated on the Atma Jaya university campus in south Jakarta. Located on the main city artery of Jalan Jenderal Sudirman, public transportation is easily accessible. Limited parking (by pass for senior students and the general public) is also available on the campus. The Institute occupies space in the two, top floors of a four-storey building, owned by the university.

Students

Since its opening, 5194 part-time students have studied at the institute and there are 366 part-time students currently enrolled. These students are from a variety of backgrounds and age groups including elementary and secondary school children, university students, office workers and professionals. Bahasa Indonesia classes cater mostly for the diplomatic circle.

Reporting Systems

Atma Jaya's reporting systems consist of attendance records, course evaluations, student and course reports. Other reporting requirements by clients can be accommodated.

For the General English courses, a progress and final report is completed. Promotion to the next level is based on a combination of three test results weighted: 30% for mid-term, 35% for progress and 35% for final test. Certificates are given to successful candidates.

For the English for Children's course, a combination of two tests (40% for mid-term and 60% for the final test) are taken into account for promotion. The progress test can increase a participant's score but not decrease it. Students who successfully complete the course are also provided with a certificate.

For the Bahasa Indonesia courses, programs are individualized in terms of content and time frame. A certificate can be given on request.

Future Plans

Atma Jaya plans three major improvements to its operations over the next two years. Firstly, curriculum materials are currently under development for a new English for Business program. Secondly, with the assistance of a nun from the Sacred Heart School in Japan, Atma Jaya plans to offer short, non-degree courses in Japanese in the next year. Thirdly, they plan to set up a self-access section consisting of 20 booths for listening and reading in the laboratory area.

PROGRAM INFORMATION

Atma Jaya offers mainly general English courses on a part-time basis. Full-time courses can be set up on request.

- | | |
|--------------------------------------|--|
| General English | : 6 levels: beginner, intermediate and advanced; 16 wk course, 96 hrs per level; course emphasizes listening and conversation; writing practice is given at the advanced level. |
| English for Academic Purposes | : level: 450+ TOEFL; usually for university lecturers of the Atma Jaya campus; course develops four macroskills in an academic context, emphasizes listening and writing, area of study texts; e.g., sociology, medicine, etc. are utilized in reading component; course includes TOEFL test preparation; focus of course is to prepare students to communicate verbally and in writing with native speakers of English; course available on request only. |

TOEFL Preparation : levels: intermediate and advanced; 100 hour intensive course for 5 weeks or a semi-intensive 120-hour course for 10 weeks; skills development and test strategies for TOEFL.

ESP : level: 450+ TOEFL; expertise in administration and finance; available on request.

English for Children : levels: basic to 9th level, grouped on language proficiency: beginners, intermediate and advanced; course provides supplementary language work to school curriculum, emphasis of course is on listening and oral proficiency.

Bahasa Indonesia : levels: beginners, intermediate and advanced; tutorial courses for individuals or small groups (under 6 in number); emphasis of course is on listening and oral proficiency, reading begins at intermediate level, paragraph writing at advanced level.

Class Size and Schedule

General English classes for adults and children usually average 15 students with a maximum number of 20. Bahasa Indonesia classes are run on an individual tutorial basis. Class numbers for other courses are negotiable. Classes run Monday to Friday. All General English classes take place twice a week from 09:00 to 12:00; 13:30 to 16:30 and 17:00 to 20:00. Children's classes run from 14:30 to 16:00. Bahasa Indonesia classes are run in two hour blocks between 08:00 and 18:00.

Curriculum and Materials Development

Atma Jaya develops its own materials particularly for the General English courses and the Bahasa Indonesia courses. Each course coordinator devotes 10 hours a week to materials development in consultation with the course teachers. These materials supplement the core texts and are mainly in the form of handouts, especially structural exercises and vocabulary building tasks.

Core Texts

General English programs utilize Cambridge English Course, Fundamentals of English Grammar and Person to Person.

Language Testing and Student Placement

Placement in the General English classes is determined by an in-house placement test based on the tests from the New English Course. For EAP and TOEFL preparation courses, TOEFL is used

for placement purposes. In the Bahasa Indonesia course, an in-house test battery has been developed by Atma Jaya. Promotion is based on a combination of tests and teachers' assessment from class performance.

The nearest Institutional TOEFL test is held at the British Council. Atma Jaya is registered with the Institute of International Education (IIE) as an International TOEFL center.

Tailor-made Programs

A minimum of two and a half month's notice is required for tailor-made programs. English programs have been carried out for members of the medical profession, printing technicians and office employees (administration and finance). Various foreign companies and official agencies requiring special Bahasa Indonesia courses have been catered to by Atma Jaya. This area is considered a specialty for the language institute.

Country Specific Orientation : Not available

Program Fees

Program fees vary according to class size, kind of program and client requirements. English courses for Atma Jaya staff are funded by the yayasan; all other fees are based on the market rate for cost-recovery purposes.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

Currently, there are two full-time teaching staff at the institute and six also teach in Atma Jaya's Department of English. There are four part-time staff and one volunteer staff member.

Nationalities :	Indonesian :	10
	American :	3

Teacher Qualifications

A Sarjana (S1) degree from an IKIP is required to teach at Atma Jaya. Fluency in English is also considered a very important requisite for teachers. Usually, institute staff also work in the University English Department. Atma Jaya provides training for teachers with little or no teaching experience.

Currently, 6 staff members hold TEFL diplomas and 1 staff member a Ph.D. from the United States in the area of Language Teaching.

Native English speakers are required to have master's degrees to join the university teaching staff. Currently, two of the native English speaking staff members have doctorates from the United States in Business and Law.

Teaching Experience

Most of the teachers have EFL teaching experience in Indonesia only. The two native English speakers have teaching experience in Mexico and Puerto Rico.

Contract and Length of Service

Contracts are for a minimum of one semester but can be for one year with the possibility of renewal. The average length of service for permanent staff is more than ten years.

ELT Consultant: None

Head Teacher/Teacher Ratio 1 : 5

Administrative Staff

1 Director/Teacher	:	PT
3 Program Coordinators	:	PT
1 Office Manager	:	FT

Support Staff

1 librarian	:	FT
2 library clerks	:	FT
2 technicians	:	FT
1 secretary	:	FT
1 bookkeeper/cashier	:	FT
12 support staff	:	FT
2 office clerk/cleaner	:	FT
1 driver	:	FT

FACILITIES AND RESOURCES

Classrooms : 9 classrooms.

Average Size : 8m x 10m to accommodate 20 to 30 students

All rooms are well-lit and air-conditioned. They are fully furnished with a whiteboard, desks for students and table and chair for the teacher.

Other Facilities:

Language Laboratory	Yes	
Library	Yes	
Self-access Center	No	
Computer Laboratory	No	access to Atma Jaya
Teachers' Room	Yes	
Teachers' Offices	Yes	
Student Lounge	Yes	
Student Residence	No	

Administration Offices	Yes	
Technician Offices	Yes	
Auditorium	No	
Cafeteria	Yes	access to Atma Jaya

Library

The library, located on the 4th floor, is open from 08:30 to 15:30 Monday to Friday. It has a 30-seat capacity and has a closed stack format.

It is the language library for the university, as well as the institute, with a focus towards research. The library holdings consist of 7635 titles, of which over 5578 are ELT-related. The ELT reference texts and ESL professional materials form the largest percentage of these books. Classroom texts, novels and works of English literature are also available. Printed specialized bibliographies of various ELT sub-fields, such as: Applied Linguistics, Language Acquisition, and Contrastive Analysis are available for library users.

A wide range of ELT periodicals are also available. Subscriptions include: *ELT Journal*, *Journal of Linguistics*, *Journal of Phonetics*, *Language Teaching*, *The Georgetown Journal of Linguistics* and *The Modern Language Journal*. The library publishes two newsletters highlighting new acquisitions. *Warta Pustaka* is a newsletter giving short descriptions of new books and *Info Bahasa* provides a selection of articles from new periodicals.

Books may be borrowed by students for the weekend and by staff for two weeks. The library also has 241 ELT audio cassettes but these are for use only in the library. The 4 video cassettes available are BBC English children's programs for classroom use.

Language Laboratory

Two self-contained language laboratories are available at the institute. One is a 40-booth 1985 Sony model, and the other is a 20-booth 1987 Sony model. Both laboratories are open from Monday to Friday during class hours, 09:00 to 20:00.

Staff Room/Teachers' Offices

The director has her own office and the four administrative staff share another adjacent office. Teaching staff also share four offices. One of these offices is also used as a staff common room.

Equipment

- 1 overhead projector
- 1 video recorder
- 1 TV
- 8 tape recorders
- 1 photocopy machine
- 1 slide projector
- 1 fast dubbing machine

ADDITIONAL INFORMATION

Clients

Various foreign delegations have utilized Atma Jaya's Services for Bahasa Indonesia courses including a number of embassies, CIDA, Ford Foundation, Asia Foundation, Environment Management Development Indonesia (EMDI), and the World Bank. English classes have also been set up to serve many Indonesian companies and banks, among others.

**BRITISH COUNCIL
ENGLISH LANGUAGE CENTER (BCELC)**

**S. Widjojo Center
Jalan Jend. Sudirman
Jakarta 12190**

Tel: 520-6222, 570-3490, 570-3491

Fax: 582-743

Telex: 45246 BRICON IA

Contact Persons:

**Mr. Tony Crocker, English Language Officer
Ms. Liet Hellwig, Director of Studies**

GENERAL INFORMATION

Brief Description

The British Council English Language Center (BCELC) in Jakarta is a member of a world-wide network of 52 British Council direct teaching operations. The Jakarta center was set up in 1977 primarily to serve the needs of the British aid program. Since then it has expanded its language services, on a cost recovery basis, to other organizations involved in training public sector personnel.

At present, the English Language Center's (ELC) main emphasis is on its intensive pre-departure Academic Preparation Program in English for Indonesian university graduates preparing to undertake post-graduate degree programs at English-speaking universities abroad. Intensive or semi-intensive courses in English for Specific or Occupational Purposes are also available on request and tailor-made to suit the particular needs of the client group.

Site and Building

The British Council English Language Center occupies two floors in the S. Widjojo office block on Jalan Sudirman in South Jakarta. It has 10 classrooms, a language laboratory, self-access center as well as a large library which is open to the general public. The center is easily accessible by public transportation.

Head Office and Branches

The head office of the British Council is located in London, England and from 1992 there will be an office in Manchester. The British Council is an independently registered organization with charity status, which receives government funds to pursue activities in the whole range of activities included under cultural relations. Originally established in 1935, the Council has had offices in Indonesia since 1947, as part of its global representation of over 80

offices and 50 teaching centers. It has libraries and information offices in Jakarta, Bandung and Medan. Through its main office in Jakarta, it undertakes a wide range of work in the field of educational development on behalf of the British and Indonesian governments.

Students

Since its start-up approximately 5,000 full-time students and 2,000 part-time students have studied at the ELC. Currently (June '91), 35 students are studying part-time (4 hrs/wk) and 84 students full-time (25 or 30 hrs/wk). The majority of these students are civil servants or professional career people who are being funded by the British government (75 %), or through bilateral or multilateral funding agreements (25 %) between Indonesian and foreign aid donors.

Reporting Systems

Reports include program evaluation, program reports, attendance records and students files. Both formative and summative evaluations of courses are carried out by teachers and students. On-going monitoring of students' performance and satisfaction with the course is an integral part of this evaluation process. Student progress reports are prepared as required and are usually done at the middle and/or at the end of each intensive course.

Future Plans

Two major priorities of the ELC for 1991 are in-house staff development and the broadening and deepening of staff expertise. This is part of the Council's general policy of maintaining high standards of work in all areas of its operation, and an overall investment in people. All British Council centers come under a London-based Central Management of Direct Teaching (CMDT) department. This department has recently revised its global "Code of Practice" of operational standards to which all centers must adhere.

Other plans include the consolidation of its teacher training courses for both pre-service and in-service training of Indonesian language teachers; the fine-tuning of the Academic Preparation Program, the continuous upgrading of the self-directed learning facilities; and the improvement of its information systems.

PROGRAM INFORMATION

Core English

: levels: 1 to 8 (beginner to post-intermediate), levels 9 and 10 (advanced); 100 hrs/level, semi-intensive 10 hrs/wk; four macroskills, content for levels 9 and 10 include report writing, business correspondence, seminar and negotiating skills.

Academic Preparation: levels: TOEFL 425+ or IELTS 3+; FT, 25 hrs/wk plus 5 hours of SDL over 12 or 17 weeks; content includes EAP and IELTS/TOEFL preparation, academic reading and writing, seminar and note-taking skills; also offers a 4-week IELTS preparation course; GRE or GMAT preparation included on request for client groups.

ESP : level: advanced; PT 4 hrs/wk over 12 weeks; focus on writing reports

EOP : level: all; PT and FT; focus on language skills for different occupations such as: airline personnel, housing planners, journalists, army, secretaries.

Business English : level: intermediate to advanced; PT and FT; course length varies.

Teacher Training : level: varies but teachers need TEFL qualifications and some experience for entry; 10 hrs/wk over 7 weeks for each group; focus on teacher training in ESP.

Class Size and Schedule

The average class size for the Academic Preparation programs is 15 with a maximum number of 18 students. ESP classes usually have an average of 10 and a maximum of 15.

Full-time intensive classes are usually scheduled Monday to Friday for a total of 25 hours a week with the first classes beginning at 07:30 and the last class finishing at 15:00. Lounge facilities are available for students following intensive courses. Part-time, semi-intensive classes are scheduled Monday to Thursday from 15:30 to 18:00 for a total of 10 hours a week. Alternative arrangements can also be negotiated.

Curriculum and Materials Development

The ELC negotiates the curricula with its clients in order to cater to the particular needs of each group. On the basis of a needs analysis and the proficiency levels of the incoming students, course objectives and course content are determined.

Materials are selected from a range of published and specially produced new materials. Authentic texts and integrated tasks are used when possible. Materials development is an integral part of the ELC staff duties, either by a team of teachers or on an individual basis, and is supervised by one of the three ELC coordinators.

BCELC's materials produced to date include: an academic reading course, a writing course, cultural orientation files and library/research files. In addition, new materials are continually produced and

accessed to the files, located in the Teachers' Resource room. Other recently developed materials include a computer course that trains learners in widely used and popular commercial software programs.

Time spent per teacher on materials production may vary from as a little as one hour per week in peak periods to a full-time consultant; i.e., 36 hours per week outside ELC busy teaching schedules.

Core Texts

BCELC uses a wide range of commercial texts, of which some of the popular ones are: *Critical Thinking* *Critical Choices*, *Exploring Academic Discourse*, *Panorama*, *Strategies for Academic Writing*, *Study Abroad*, *Understanding Academic Lectures*, and *Study Skills in English*.

Language Testing and Student Placement

The ELC conducts its own placement using a centrally produced placement test battery; progress and achievement tests are either commercial or specially produced for courses. Students are placed in courses of different levels on the basis of their results in the ELC placement test. This is a test produced centrally at the British Council, London, and consists of two parts. The first is the Mini Platform Written (MPW), which tests the candidate's grammatical competence in a 30-minute close-type question format. The second part is a 5 to 10 minute oral interview, in which each candidate is assessed on his/her oral performance along a 9-point scale.

For special courses, placement criteria are determined according to the aims of the course and the wishes of the sponsor.

For all students, advancement to the next level includes end-of-level test and satisfactory progress during the course.

In addition to the above, ELC teachers are oral assessors for the Cambridge FCE and CPE examinations administered by the British Council's Examinations Office and registered examiners for the IELTS, which is the standard university entrance test used by Britain and Australia. The staff also administers Institutional TOEFL tests and other recently developed in-house tests, upon request.

Tailor-made Programs

The ELC has designed tailor-made English courses for specific purposes in response to the clients' needs and requests. Its operations are limited to government-related organizations and thus do not cater to the general public. Areas of expertise include: business communication skills, technical reading, report writing, seminar skills, secretarial skills and teacher training. Clients for whom special English courses have recently been arranged include: UNICEF, Garuda, Ministry of Defense, Ministry of Environment, and World Bank. Lead-in time is normally four weeks, but it could be shorter depending on the nature of the course.

Country Specific Orientation

The ELC has experience preparing students for the following countries: the U.K., the USA, Canada, New Zealand and Australia. Materials on the U.K. include the ELC's collection of published materials (books, pamphlets, films, realia, audio-materials) and in-house produced materials. The ELC also has materials on the USA and to a lesser extent on Canada.

The British Council has its own Educational Counseling service, which holds a complete range of information in courses available in Britain and employs full-time educational counsellors. In addition the Council has presented CD-ROM based catalogues of U.K. training opportunities to key Indonesian institution including OTO-BAPPENAS.

Program Fees

Program fees are determined on the basis of overhead costs, and are negotiable according to the nature of the training required. However, as a government-sponsored organization, the Council is required to ensure that each course runs on a full cost-recovery basis and is not subsidized from British public funds.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

The British Council ELC employs 12 full-time and 2 part-time teachers, including three lecturer supervisors and 2 study unit counsellors.

Nationalities :	British	: 10
	Australian	: 2
	American	: 1
	Canadian	: 1

Teacher Qualifications

The BCELC only recruits staff who have a university degree plus a TESL/TEFL qualification such as the Royal Society of Arts Diploma (RSA) in Teaching English as a Foreign Language to Adults. At present, 5 teaching staff have RSA certificates and 6 have post-graduate degrees in Applied Linguistics, Education, English, Linguistics, and Literature.

Teaching Experience

All ELC teachers have a minimum of three years experience of teaching TEFL with the majority of the staff having one to two years teaching experience in Indonesia.

Contract and Length of Service

Locally contracted teachers, who teach full-time, have a one-year contract and teachers contracted via London have two-year contracts. Part-time teachers are paid on an hourly basis. The average length of service is currently two years, but is expected to increase. The ELC's general employment policy is to retain staff for the maximum possible time, thus allowing the center to increase its experience and expertise.

ELT Consultant

The BCECL is managed by a full-time specialist English Language officer, who is funded by the British Council and Overseas Development Administration (ODA) of the government of the United Kingdom. The Council also employs 20 expatriate TEFL staff in Indonesia who work in a range of projects and centers throughout Indonesia. All of these activities are managed as an integrated program through the British Council in Jakarta. In addition, the services of U.K. consultants attached to Lembaga Administrasi Negara (LAN), The Ministry of Education, and the Open University are available to the ELC.

Head Teacher/Teacher Ratio : 1 : 4

Administrative Positions

1 Director	:	PT
1 Director of Studies	:	FT
1 Director of Marketing and Administration	:	FT
3 Lecturer Supervisors	:	FT
1 Budget Manager	:	FT
1 Registrar	:	FT
1 Test and Personnel Officer	:	FT

Support Staff

1 management secretary	:	FT
2 library clerks*	:	FT
1 clerk/typist	:	FT
1 program technician	:	FT
1 technician	:	FT

* These positions are for the British Council general office staff as well as for the ELC.

FACILITIES AND RESOURCES

Classrooms : 10 with one doubling as an examination or seminar room.

Average Size : 8m x 8m

The ELC classrooms are fully air-conditioned and carpeted. Each room is equipped with 15 conference chairs, a video, overhead projector, tape recorder, whiteboard, and notice board.

Library

The British Council library, adjoining the ELC, is open to students and the general public (open membership). Hours of operation are: Monday to Thursday from 10:00 to 18:00, from 10:00 to 13:30 on Fridays, and 10:00 to 12:00 on Saturdays.

Its holdings include 22,000 titles on a wide range of subjects including management, technology and the humanities. In the field of languages, the library has 1,856 ELT-related books that are available on a loan basis, and another 90 ELT reference books for in-library use.

In the area of audio-visual aids, there are over 209 video cassettes, 351 audio cassettes, and 350 films. The library subscribes to 300 British periodicals covering a wide range of subjects. Language journals include: **English Language Teaching**, **ELT Documents**, **Language Teaching**, and **Applied Linguistics**.

Students and library members can borrow books; institutions can borrow audio-visual material through the Council's inter-library loan system. Through the British Library loan system and photocopy service, the Council can obtain any book or journal article published in Britain and holds comprehensive based catalogues in major subject fields.

Study Unit (Self-access Center)

The ELC has recently developed a self-access center which is called the "Study Unit". The purpose of the unit is to help students work on language improvement independent of a classroom teacher, and, along with the library, to serve as a basis for project work.

The Study Unit comprises 8 computers, 2 beta video players, 13 audio stations as well as a range of listening, reading, grammar, vocabulary books and worksheets for self-access. In addition to these materials, the Study Unit subscribes to 13 different newspapers, magazines and journals from Asia, the USA and the United Kingdom. Popular tapes for self-access listening include: **Listening Focus**, **Task Listening**, **Panorama**, **BBC Series**, **Conversation Pieces**, and **Sounds Right**.

The center can accommodate up to 35 students. Hours of operation are from 07:30 to 15:00, Monday to Friday.

Language Laboratory

The language laboratory is a 1986 Sony model with a 24-seat capacity. Hours of operation are Monday to Friday from 07:30 to 18:00. Students are provided with their own cassettes onto which appropriate materials are recorded every week. Each student works at his/her own speed and obtains individual help from the teacher as necessary.

An additional listening library facility has been incorporated into the new Study Unit described above.

Equipment

- 10 overhead projectors
- 14 tape recorders
- 15 video recorders and monitors (Sony)
- 1 video camera
- 2 photocopy machines
- 1 slide projector
- 1 fast dubbing machine

The ELC is equipped with its own editing facilities. A recording studio is currently rented.

Staff Room/Common Room

The ELC has a large staff room with one carrel for each teacher. In this area there is a computer, resource library, video and audio accessing facilities, reprographics, conference rooms and a lounge cum eating area for the teachers to use.

Student Lounge

The British Council recently refurbished the student lounge, which is fully carpeted and has a hot/cold Aqua machine. Food and drinks can be ordered. There is a separate common room for smokers.

ADDITIONAL INFORMATION

Other Facilities for ELC Students

ELC students are automatically registered as members of the British Council Library and, as such, have easy access to other services and activities of the Council. They can make use of the Education Counseling Services described below, and are encouraged to attend cultural events held at the center. Students who study in Britain under British Council managed programs retain free library membership for a year after return from Britain, and are encouraged to join the Indonesian Association of British Alumni.

The Education Counseling Service

The British Council has an education counseling service to provide information on undergraduate and post-graduate study in Britain. To this end, current university and college directories, reference books on studying in Britain, videos of the U.K. education system, and a computerized database with information about courses in the U.K. are available to interested student and the general public. A full-time education counselor and an assistant are available to give advice and guidance about educational requirements and qualifications.

British Council's Role in Indonesia: Further Information

The British Council, with HM Queen Elizabeth II as its patron, operates in 80 countries worldwide. Its activity takes place within the general framework of bilateral cultural relations, which is currently understood as promoting cultural, educational and technical cooperation between Britain and other countries.

In Indonesia, where the Council has worked almost continuously since 1947, five main areas of work are defined: Arts, Education, English, Exchanges and Information/Books/Libraries.

The council maintains full general user libraries in Jakarta, Bandung and Medan, which each have a comprehensive book and journal stock. Library services include access to information via both print and electronic media in all aspects of education and training in the U.K., all books currently in print in the U.K., and selected areas of research, where direct on-line searching can be carried out through the BISTINFOS system. Through its link with The British Library, the Council can obtain any U.K. published book on loan, plus photocopies of any articles.

The Council runs a full program of cultural activity, which ranges from weekly films, through concerts, exhibitions and performing arts, to cooperation with local artists.

In the education field, the Council maintains an in-country full-time specialist Education Officer. The officer's main areas of responsibility include:

- assisting with specific areas of research (e.g., biotechnology) through staff exchanges or development of international links;
- commissioning and administering consultancies and training on behalf of a wide range of Indonesian government departments;
- planning and implementing major educational innovations funded under the British Technical Cooperation (e.g., the CBSA methodology for primary schools).

On the English language side, the Council's work falls into 3 main categories:

- support to state sector English teaching in Indonesia;
- support to the work of the U.K. ELT providers in Indonesian (publishers, BBC, U.K. universities etc.)
- an in-house ELT program, primarily carried out through the British Council English Language Center.

Under the program of Overseas Development Administration (ODA) and British Council funded support to ELT in Indonesia, the Council is assisting with major language training developments at the Lembaga Administrasi Negara, in-service education of secondary school World Bank funded teachers through the teacher education project (PKG), and in the establishment of a comprehensive program of ELT, ESP and TEFL courses available through the Open University. In addition, support has been provided over the past four years to the development of language centers and language training facilities in universities including: UI, UGM, ITB and UNHAS, and

to government departments including PTIK, LEMIGAS, BULOG, PERUMGAS, The Central Research Institute for Animal Sciences, the Institute of Road Engineering, The Central Forestries Training School, The National Tourism Training Center and work is currently starting with PU. In addition to the above, which have been full institutional development projects, lower levels of support have been provided most recently to IPB, UNIBRAW, UNAIR, UNSRAT, UNSYIAH, UNSRI, IKIP Jakarta, IKIP Malang, IKIP Semarang, Ministry of Education and Culture Research and Development Unit (Balitbang Depdikbud) and various other universities, teacher colleges and government departments. Around 250 Indonesian specialists study each year under British government funding, of whom around 30 are in the field of English teaching.

The Council maintains contact with a network of state and private radio stations, which are provided with ELT programs for broadcasting, on behalf of the BBC. The Council facilitates the use and availability of British teaching materials and examinations, and funds a regular program of exchanges of staff between British and Indonesian universities.

The Council's English Language Center forms a small but significant part of its overall pattern of activity in Indonesia, specializing in high level academic preparation of candidates for overseas study, some 70% of whom study English annually under British government funding.

In ELT, the Council's primary focus is at the advising and consultancy level rather than at the implementation level. It maintains a full-time English Language Officer in its Jakarta office and regularly brings specialists from Britain, for example, in the fields of language center management, English for Specific Purposes, teacher training and staff development, curriculum revision and ELT methodology. In addition, there are around 15 contracted ELT specialists seconded to development projects at any one time, plus another 15 specialist ELT staff in its language center. Through the project involvement, the Council has also actively encouraged the development of an Indonesian ELT consultancy capability, using staff from LAN and various Indonesian universities.

Clients

The British Council has worked in partnership with most Indonesian ministries and training institutions on a wide variety of education and training programs. Some of the clients using the Council's services have been: Department of Religious Affairs, Departments of Health, Finance, Education and Culture, Communication, Public Work Service and Technology, Agriculture, Gadjah Mada University, Sumatra Utara University, UNICEF, USAID, PT Satelit Komunikasi Indonesia (communications), Canadian Embassy, Lembaga Administrasi Negara, and OTO BAPPENAS.

ENGLISH EDUCATION CENTER (EEC)

Jalan Let. Jen. S. Parman 66
Jakarta 11410

Tel.: 591-144, 548-6296, 548-6297

Contact Person: Mr. Don Wills, Director of Courses

GENERAL INFORMATION

Brief Description

English Education Center (EEC) is an independent language training organization which has been in existence for 18 years. It is the longest-running language institute in Indonesia to have a wholly expatriate teaching staff and management.

EEC offers courses in English conversation, report writing, English for business and industry, TOEFL, GMAT, GRE and TOEIC preparation. EEC is affiliated with English Language Services, Middlesex, England for recruitment of British teachers. EEC is also a member of the TESOL organization which assists in recruitment of teachers from the USA and Canada.

Site and Building

EEC occupies a modern two-storey building which contains office space, a cafeteria, and 14 classrooms built around a central tropical garden. The institute is located in West Jakarta within easy access of public transportation. Upon request, the institute is able to provide bus service for contract groups.

Students

The institute currently has 800 part-time students. Over 10,200 part-time students have studied at EEC since 1973. The students include children, members of the general public, company employees, and government officials. Full-time students join Intensive English Conversation and TOEFL Preparation courses every month.

Reporting

Reports include program evaluation, program reports, attendance records and student files.

Future Plans

To maintain a single training unit dedicated to quality and client service.

PROGRAM INFORMATION

EEC offers both part-time and full-time courses as follows:

- General English** : 12 levels; 50 hrs/per level; PT 2 hrs/day
5 days a week; semi-intensive 4 hrs/day
5 days a week; focus on communication
skills, level tests include oral interview.
- Business and Commercial English** : level: pre-intermediate plus; modules
include: business and office
communication, report writing,
telephone techniques, English for
meetings/negotiations, conferences,
seminar skills, etc.
- EAP** : level: TOEFL 375 +; 150 to 200 hrs;
modules include study skills, TOEFL,
GRE and GMAT preparation.
- English for Industry*** : level: elementary plus; length depends
on client's needs; 45 to 200 hrs, PT or
FT; semi-technical focus (e.g., oil, gas).
- English for Children** : level: elementary; 8 to 12 years old 1.5
hrs/twice a week; 13 to 18 years old 2
hrs/twice a week.

* At present, seven full-time consultants are working in the oil industry on the client's premises.

Class Size and Schedule

Classes are divided into an average of 12 students according to language proficiency, with a preferred maximum of 15. Classes for children are divided by age group. General English classes last for two hours and run between 08:30 and 21:00. Intensive classes last for four hours, five times a week, and are offered in the morning or evenings. Children's English classes run from 13:30 to 14:30 or 16:00.

TOEFL preparation and semi-intensive courses begin every month and English conversation classes begin every three months: February, May and July.

Curriculum and Materials Development

Custom-made ESP materials are developed by the Materials Development Unit. Currently, there are two expatriate teachers working full-time on materials development together with an artist and a secretary. EEC custom-made materials include: English for Diplomatic Speech Writing, English for Library Researchers, Bankers and Journalists.

Core Texts

Books regularly used include: **Cambridge English Course, Headway, Bridge to Proficiency, and Options.** The books are supplemented by EEC-developed materials.

Language Testing and Student Placement

Before entering the EEC, prospective students sit a 100- question multiple-choice placement test. An oral interview is included for client groups. Placement testing is free of charge with no obligation to use EEC's services.

To successfully complete one level and advance to the next, a minimum 60% pass mark in a final test is mandatory. The test consists of multiple-choice questions, an oral test, and an assessment of the student's participation during the course. Seventy percent attendance is also required.

Tailor-made Programs

Lead-in time varies according to the length of the program but usually one to six weeks' notice is required. An in-depth needs analysis is done for job specific courses.

Country Specific Orientation

The EEC has experience preparing participants for study in: the USA, the United Kingdom, Australia, New Zealand, Switzerland and the Netherlands.

Program Fees

Program fees vary according to the type of program. Fees for company courses are negotiable and depend on the number of students and the length of course.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

EEC employs 35 native speaker teachers of which 31 are full-time and four are part-time.

Nationalities :	American	:	9
	British	:	16
	Australian	:	5
	Canadian	:	3
	New Zealand	:	2

Teacher Qualifications

A bachelor's degree in a related subject such as linguistics, plus TEFL or TESL qualifications are the minimum requirement.

Teaching Experience

All staff have a minimum of two years' experience overseas.

Contract and Length of Service

Most contracts are two years. The average length of service is also two years.

Consultant: not applicable

Head Teacher/Teacher Ratio : 1 : 10

Administrative Positions

1 Director of Courses	:	FT
1 Materials Coordinator	:	FT
1 Assistant Director of Studies	:	FT

Support Staff

2 library clerks (shift work)	:	FT
2 technicians	:	FT
4 secretaries	:	FT
2 bookkeepers	:	FT
5 student advisors (EFL)	:	FT
1 student counselor (overseas study)	:	FT
3 reprographics staff	:	FT
2 cashiers	:	FT
4 marketing staff	:	FT
2 formalities officers	:	FT
1 receptionist	:	FT

FACILITIES AND RESOURCES

Classrooms : 14

Average Size : 4m x 4m

Each classroom is equipped with a whiteboard and tape recorder with wall-mounted speakers. All rooms are carpeted and air-conditioned.

Other Facilities

Language Laboratory	Yes	
Library	Yes	
Self-access	Yes	in the library
Computer Laboratory	Yes	5 terminals in the library
Teachers' Room	Yes	
Auditorium	No	
Student Lounge	Yes	in the cafeteria area
Cafeteria	Yes	
Student Residence	No	

The Library/Self Access/Computer Area

The library is open Monday to Friday from 08:00 to 21:00. It has 250 books, mainly graded readers, as well numerous magazines such as *Time*, *Newsweek* and *Asian Business*.

The library includes 20 study carrels and four tape recorders for self-access listening. There are self-access print materials, worksheets, and supporting tapes at all levels of proficiency. There are also 5 computer terminals available for student use along with some CALL software. Independent study facilitators are available to assist students or trainees.

Language Laboratory

The language laboratory has a 20-booth capacity and is open from 08:00 to 21:00. It is equipped with a Pan electric 301-CA computerized console.

Equipment

- 5 computers for student access
- 4 computers for administrative tasks
- 2 overhead projectors
- 2 video recorders (Pal-Betamax)
- 2 televisions
- 19 tape recorders plus 24 external speaker units
- 1 photocopy machine
- 1 video camera and accessories including editing capability.

ADDITIONAL INFORMATION

EEC conducts off-campus courses on client premises throughout Indonesia, offers total immersion courses out of Jakarta and provides language consultants on a secondment basis. Below is the list of some of EEC's clients :

Government Organizations and Companies :

Department of Home Affairs (DEPDAGRI), Department of Agriculture (DEPTAN), National Family Planning Coordinating Board (BKKBN), Department of Transmigration (DEPTRANS), Department of Public Works (DPU), Indonesian Satellite Telecommunication (INDOSAT), University of Indonesia (UI), Department of Education and Culture (DEPDIKBUD), and PERTAMINA.

Private Companies:

P.T. Atap Indah, Dow Chemical Pacific, University Tarumanegara, Huffco Indonesia, PT Astra International, Amoseas, Bimantara, Overseas Express Bank, Bahana Utama Line, Jaya Fuji Leasing Pratama, PT Sepakat Tunggal Jaya, PT Arjuna Widya Karya, Mobil Oil Indonesia, and PT Badak NGL Company.

ENGLISH LANGUAGE TRAINING INTERNATIONAL (ELTI)

**Kompleks Wijaya Grand Center
Blok F 83 A, 84 A and B
Jalan Wijaya II
Jakarta 12160**

**Tel: 720-2957, 720-6653, 720-6952
Fax: 720-6654**

Contact Persons:

**Mr. Th. Nung Atasana, Deputy General Manager
Ms. Nauliana Kenyo Utami, Marketing Manager**

GENERAL INFORMATION

Brief Description

English Language Training International (ELTI) is a private language institution with "yayasan" (foundation) status. It has been in existence since 1981 and was acquired by the Gramedia Group in 1989. ELTI offers courses in General English covering listening, reading, writing and oral English. The communicative approach is combined with a solid grounding in the fundamentals of English grammar.

Site and Building

ELTI occupies two locations in Jakarta: one at Complex Wijaya Grand Center in South Jakarta, and the other at Hotel Wisata International on Jalan Thamrin. Both are easily accessible by public transport. The ELTI headquarters in the Wijaya business and shopping center occupies a four-storey building, which is two years old. The building is fully air-conditioned, and includes 12 classrooms, language laboratory, staff room, library, student areas on each floor and ample parking. The branch school at the Hotel Wisata has four classrooms and one small administration office.

Branches

ELTI has one branch school in Yogyakarta.

Students

ELTI currently has 1,250 part-time students. Since its start-up, approximately 19,000 students have studied at the institute. Fifty percent of the students are junior and senior high school students or adults in the private sector. Children (ages 7 to 12) comprise 21%, while company employees (particularly in oil, natural gas and banking) comprise 26%.

Reporting Systems

Reporting is conducted through program evaluations, program reports, attendance records and student files. All programs are routinely evaluated by means of academic management observations and student questionnaires. All students receive individual instructor evaluations. Corporate clients receive detailed and comprehensive program reports.

Future Plans

Future plans include the expansion of course offerings such as English for Children, English Conversation, Intensive English, and TOEFL/GMAT Preparation. In addition, ELTI plans to develop video and radio programs and films for educational purposes.

PROGRAM INFORMATION

- General English** : 10 levels; 2 hrs 3 times per/wk; total of 60 hrs over 10 wks; focus on listening and speaking.
- Intensive English** : 10 levels: 20 hrs/wk; all four skills covered.
- English Conversation**: 3 levels: pre-intermediate to adv; 4 or 6 hrs/wk, 60 hrs. over 10 wks.
- English for Children** : level: elementary; 30 hrs over 10 wks.
- Business English** : levels: pre-intermediate to advanced; 60 hrs over 10 weeks; all four skills.
- Report Writing** : levels: intermediate to advanced; 3 hrs twice a week, total 60 hrs.
- Oral Presentations** : levels: intermediate to advanced; 4 hrs twice a wk, total 60 hrs; focus on business presentations.
- TOEFL Preparation** : levels: intermediate to advanced; 100 hrs per level over 8 weeks.
- GMAT** : levels: intermediate to advanced; 100 hrs course, 4 hrs 2 or 3 times per week.
- Technical English** : level: elementary to advanced; 50 to 60 hrs; available on demand for finance, hotel businesses, medicine, tourism.

Class Size and Schedule

The average class size is 14 with a maximum of 18 students in any one class. Occasional exceptions may be made for corporate clients.

General English classes are offered from 09:00 to 11:00, 15:00 to 17:00, and 17:00 to 19:00. Conversation classes are offered at the same times while children's English classes are offered from 14:30-15:30, and 15:30-16:30. Report Writing, Oral Presentations, and GMAT/TOEFL preparatory classes are usually offered in the evenings between 17:00 and 21:00 twice a week. Company classes times and dates are negotiable and can be offered in the mornings or late afternoons.

Course starting dates vary. General English classes start every month, TOEFL Preparation every two months and GMAT every three months.

Curriculum and Materials Development

A materials developer works full-time adapting, compiling and/or developing materials. Instructors supplement this with materials drawn from a variety of sources related to the objectives of each teaching unit.

Core Texts

The General and Intensive English courses use **Cambridge English Course** and **Headway Series**. Conversation classes use: **Functions of American English**, **Around the World**, **React-Interact**, and **Ideas**. English for Children's classes use: **Side by Side**, **Streamline**, **Departures**, and **Express Ways**.

Language Testing and Student Placement

Placement is determined by a written ELTI Placement Test, which includes a listening component. A sample TOEFL is administered to all prospective TOEFL and GMAT students.

Evaluation for successful completion of one level and advancement to the next is based on a mid-session test, final exam, classroom performance, and a final evaluation by the instructor.

Tailor-made Programs

ELTI has had experience developing communication skills courses for employees at the Hyatt, Mandarin Oriental Hotel and Garuda Airways, as well as report writing courses for the oil industry sector. Normal lead-in time depends on the course but the minimum is three weeks.

Country Specific Orientation

ELTI has country specific materials on Australia, America, Canada, the United Kingdom, and Singapore.

Program Fees

Fees depend on program and client's needs.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

ELTI employs 14 full-time and 26 part-time teachers.

Nationalities	:	Indonesian	:	20
		Australian	:	3
		American	:	10
		British	:	6
		Canadian	:	1

Teacher Qualifications

A bachelor's degree or Sarjana (S1) degree from an IKIP or university with two years' relevant experience in TEFL is the minimum requirement.

Teaching Experience

The teachers at ELTI have a wealth of experience teaching students of all ages in Indonesia and/or in other parts of Asia, Europe or the Middle East. Some staff have experience in the development of instructional materials and production of educational films.

Contract and Length of Service

Contracts are normally for one year and are renewable. Average length of service is one and a half years.

Head Teacher/Teacher Ratio: none

Administrative Positions

1	President Director	:	PT
1	General Manager	:	PT
1	Deputy General Manager	:	PT
1	Academic Coordinator	:	FT
1	Assistant Academic Coordinator	:	FT
1	Branch Coordinator	:	FT
1	Materials Developer	:	FT
1	Marketing Manager	:	FT
1	Personnel Manager	:	PT
1	Office Manager	:	FT

Support Staff

1	librarian	:	FT
1	library clerk	:	FT
1	technician	:	FT
4	receptionists	:	FT
2	secretaries	:	FT
2	bookkeepers/cashiers	:	FT
1	support staff	:	FT

1 marketing staff	:	FT
2 office clerks	:	FT
2 drivers	:	FT
5 office helpers	:	FT

FACILITIES AND RESOURCES

Classrooms : 12 at the Wijaya Complex; 4 at Hotel Wisata
Average Size : 4m x 5m

Each classroom contains a white board, teacher's desk, and student chairs. Some have tape recorders and/or video recorders.

Other Facilities at Wijaya Complex

Teachers' Resource Room	Yes	
Self-access Center	No	
Language Laboratory	Yes	
Computer Laboratory	No	
Auditorium	No	
Teachers' Offices	Yes	in resource room
Teachers' Lounge Area	No	
Student Lounge Area	Yes	one on each floor
Administrative Offices	Yes	
Technician's Office	No	
Cafeteria	No	
Meeting Room	Yes	

* Hotel Wisata has only classrooms and a small office area.

Library

The resource room is mainly a teachers' reference library. It is open from 09:00 to 21:00. Its holdings consist of 700 titles, and include subscriptions to *Dialogue* magazine (for teenagers and young adults), *Forum*, *Newsweek*, *Time*, *Life* and *The Jakarta Post*. Other teaching resources include files with supplementary materials, audio cassettes, and video tapes both for general English and special purposes. Students cannot borrow books.

Language Laboratory

The language laboratory has a 16-seat capacity and is open from 09:00 to 21:00. Materials available include a comprehensive listening program covering all levels.

Equipment at Wisata and Wijaya

- 1 overhead projector*
- 22 tape recorders
- 6 video recorders, Sony
- 1 video camera*

ELTI, Jakarta

- 8 televisions
- 2 photocopy machines
- 8 computers, office use only
- 5 printers, office use only

* These are at Wijaya Complex only.

ADDITIONAL INFORMATION

Clients

ELTI's clients have included: RCTI (TV Company), Dana Paints, The Hyatt, Mandarin Oriental Hotel, Kompas Daily, Erisindo, and Bank Dagang Negara.

INDONESIA-AUSTRALIA LANGUAGE FOUNDATION (IALF)

**Wisma Budi, 5th Floor
Jalan H.R. Rasuna Said Kav. C-6
Kuningan
Jakarta Selatan**

**Tel: 850-8349 to 850-8354 (5 lines)
Fax: 520-2146**

**Contact Persons:
John Florent, Chief Executive Officer
Geoffrey Crewes, Director, Projects and Consultancies**

GENERAL INFORMATION

Brief Description

The IALF was founded as the Australian Language Center (ALC) in 1983. In 1988, the institute became a private Indonesian foundation and changed its name to Indonesia-Australia Language Foundation (IALF). The IALF head office cum main school is in Jakarta. The IALF offers such courses as English for Academic Purposes (EAP), English for Occupational Purposes (EOP), English for Training Abroad (ETA) General English, and Indonesian language courses. In addition, the IALF offers ELT consultancy services for institutional development projects.

Site and Building

The IALF head office is situated in South Jakarta within easy access of public transportation. It occupies one and a half floors (1,600 sq. meters) of a nine-storey, fully air-conditioned office building with ample parking space. The institute rents the location.

Branches

The IALF has one branch office in Bali, which was opened in 1990.

Students

Since 1983, 2,729 part-time and 2,947 full-time students have studied at the IALF. Annually, there are approximately 400 part-time students and 700 full-time students. The IALF provides English language training for overseas fellowship candidates funded by donor

agencies such as the Australian International Development Assistance Bureau (AIDAB); company sponsored employees; government civil servants and private, fee-paying individuals.

Reporting Systems

IALF reports consist of program evaluation, program reports, attendance records and data on student progress. All these areas are computerized.

Future Plans

The IALF will expand its operations in Bali in 1991, especially its services to provide EAP and ETA courses as well as its out-reach programs. The Jakarta head office plans to emphasize its services of Business English, particularly for the private sector.

PROGRAM INFORMATION

A wide variety of part-time (PT) and full-time (FT) courses are offered and include:

- | | |
|--------------------------|---|
| General English | : levels: elementary to advanced; FT and PT courses; four macroskills emphasizing general communication skills; 44 hours required for each level. |
| EAP | : levels: intermediate and above; courses called EAP I and EAP II; FT, 25 hrs/week for 3 and 6 months; includes academic writing, discipline-based orientation, GRE/GMAT preparation, and IELTS or CanTEST preparation. |
| Technical English | : level: intermediate; PT; reading skill emphasis; 44 hours per course. |
| ESP/EOP | : levels: elementary to advanced; needs-based orientation; PT and FT; English for Doctors, |
| Business English | : levels: elementary to advanced; PT; 44 hours per course; emphasizes skills of office communication, discussion and negotiation and report writing. |
| TOEFL Preparation | : levels: intermediate and above; PT is 120 hrs and FT is 250 hours; separate course on request or included in EAP I/II. |

- English for Training Abroad (ETA)** : levels: elementary to advanced; FT course; duration 6 weeks/120 hours, 25 hrs/wk; field-related English for short-term training.
- Bahasa Indonesia** : level: elementary and intermediate, 4 to 20 hrs/wk, includes general and specific courses for foreigners studying or working in Indonesia.

Class Size and Schedule

Classes are divided into a maximum of 18 students. For full-time intensive courses, the total class time is usually five hours per day from 08:00 to 16:00, Monday to Friday. For part-time courses, classes are normally in the afternoon or evening for two hours, two days a week, Monday to Thursday. The length of intensive courses is based on a student's level of English proficiency, usually three or six months.

The General English program for 1991 consists of four terms of eleven weeks. Students are assigned to a class according to the results of a placement test.

Curriculum and Materials Development

Materials and syllabi for all courses are prepared by the IALF and are drawn from both authentic sources and text books. A materials coordinator is employed full-time and groups of teachers working on materials for particular programs meet on a weekly basis. A wide range of supporting self-access material is also available. Materials development time is dependent on the course requirements. Quality control is ensured through a curriculum approval process carried out by the Academic Affairs Committee.

Core Texts

New Cambridge English Course and Headway are two key texts for the General English courses. International Business English is used for the business course. Task-based syllabi developed by the IALF are used for the EAP and ETA courses.

Language Testing and Student Placement

The test batteries used are Institutional TOEFL, IELTS, CanTEST and the IALF developed tests. Students are placed on the basis of the results of one of these tests.

Evaluation for successful completion of a General English level is based on the student's demonstration of his/her ability to reach program objectives as measured by summative and formative tests, along with class-based assessment. For the ETA program, teacher assessment of students' progress is considered along with in-house tests. The EAP courses utilize practice TOEFL and IELTS tests for progress reports and often International TOEFL and IELTS tests for successful completion.

The IALF is the authorized test center for the IELTS in Indonesia

IALF, Jakarta

and is able to administer institutional versions of the TOEFL/GRE and GMAT test. There are a number of International TOEFL centers in Jakarta.

Tailor-made Programs

One month's notice for intensive (full-time) and two weeks, notice for semi-intensive (part-time) programs are required.

Country-Specific Orientation

The IALF has experience in preparing participants for study in Australia, the USA, Canada and the United Kingdom.

Country specific materials available are from Australia, New Zealand, the USA, Canada and the United Kingdom in the form of reference books, literature and newspapers. For Australia and North America, there are university handbooks in either hard copy or on microfiche. These are updated annually.

Program Fees

Program fees vary according to program and are negotiable. They are determined on a cost-recovery, non-profit basis.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

The number of teaching staff at the Jakarta school is 18 full-time and 2 part-time staff members.

Nationalities	:	Indonesian	:	3
		Australian	:	6
		American	:	3
		British	:	6
		Canadian	:	2

Teacher Qualifications

A bachelor's degree and recognized ESL/EFL qualification are required. Six members of staff hold master's degrees.

Teaching Experience

Average teaching experience of Jakarta staff is more than five years.

Contract and Length of Service

The average length of service for teachers at IALF is approximately two years, but most native English-speaking teachers have taught in Indonesia longer, on average three years.

Head Teacher/Teacher Ratio : 1 : 6

Coordinators are appointed to supervise particular areas: one for EAP work, which tends to be for donor-sponsored programs such as AIDAB, OTO and CIDA; a second one coordinates testing and administration; and a third one works with the private student programs, that is General English, ESP and Bahasa Indonesia.

Administrative Positions

1 Chief Executive Officer	: FT
1 Manager, Jakarta Language Center	: FT
1 Director, Finance and Administration	: FT
3 Program Coordinators	: FT
1 Materials Coordinator	: FT
1 Director, Resources	: FT
1 Registrar	: FT

Support Staff

1 librarian	: FT
1 library clerk	: FT
2 technicians	: FT
4 secretaries	: FT
1 finance controller	: FT
7 office assistants	: FT
7 drivers	: FT
1 security guard	: FT

FACILITIES AND RESOURCES

Classrooms : 11 classrooms with one doubling as an auditorium
Average Size : 5m x 5m

Each classroom is air-conditioned and furnished with chairs, tables, video and television, tape recorder, overhead projector, portable screen, and white board.

Other Facilities

Library	Yes	
Self-access Center	Yes	
Language Laboratory	Yes	
Computer Laboratory	Yes	
Auditorium	Yes	doubles as classroom
Teachers' Room	Yes	
Student Lounge	No	
Student Residence	No	
Cafeteria	Yes	
Conference Room	Yes	

Student seating facilities are available in the hall areas near the classrooms.

Library/Self-access Center and Computer Room

The library is open Monday to Thursday from 07:00 to 18:00, 07:00 to 17:30 on Fridays and 08:00 to 13:00 on Saturdays. The holdings consist of 6500 titles, covering general materials and fiction, of which 2500 are ELT. The library subscribes to 48 ELT journals and magazines and to 157 magazines of general interest. The library has numerous videos ($\pm$ 1450) and audio-cassettes ($\pm$ 1000), a microfiche printer and two microfiche readers. All are available to students.

The self-access collection is extensive and is located in the library area. The IALF employs an independent study facilitator and self-directed learning instructor to provide orientation to the self-access facility. A wide variety of materials including audiotapes, videotapes, print materials, computer-assisted language learning (CALL) materials are available.

A special glass-walled area has been built in the library area to house the 9 PC/XT computers and 3 printers that currently make up the computer laboratory area. These machines are available for student use during library hours.

Language Laboratory

An 18-seat capacity language laboratory is open from 08:00 to 16:00 daily. The laboratory is equipped with a seven-year-old Tandberg system with a master console.

Staff Room/Common Room

IALF teachers share one open area for office space. This is partitioned into 'smoking' and 'no smoking' areas. The five senior staff members and three coordinators have individual offices. A lunch room is available for teachers.

Equipment

- 27 video recorders (one of which is a multi-system recorder)
- 32 TV/video monitors
- 40 tape recorders
- 11 overhead projectors
- 1 video camera (color)
- 2 video cameras (black/white)
- 4 slide projectors
- 3 film projectors
- 1 turntable DP 55K
- 1 telex audio duplicator
- 2 multi bank radio receiver
- 2 professional cassette recorder
- 5 photocopy machines
- 1 video editing machine
- 1 fast dubbing machine

ADDITIONAL INFORMATION

Recording Studio

The IALF has a professional recording studio, equipped with three Beyer Dynamic microphones. Editing facilities are available at the IALF with a U-Matic Editing Machine equipped with automatic editing control unit RM-440, three Revox PR 99 reel-to-reel decks, one Tascam Mixer M35, one graphic equalizer, and one Tascam deck recorder. This has been used to record the Kanguru radio programs.

Consultancy Services

The IALF provides consultancy services to other institutions and programs for the establishment of ELT services and facilities, e.g. self-directed learning/self-access, technical facilities (language laboratory, etc.); in-service/staff development and curriculum materials development.

Clients

Among others the IALF has served development agencies such as: the Australian International Development Assistance Bureau (AIDAB), the International Development Program of Australian Universities and Colleges (IDP), The Canadian International Development Agency (CIDA) and the United States Agency for Development (USAID). Government of Indonesia institutions which have been served by the IALF include: the Overseas Training Office (OTO/BAPPENAS), Department of Finance, and Science Foundation of Indonesia (LIPI). Other institutions and companies include: Indosat, University of Manitoba and the Hawthorn Institute of Education.

INTENSIVE ENGLISH COURSE (IEC)

**Jalan Jatinegara Barat 187
Jakarta 13310**

Tel: 819-3656, 819-1161

**Contact Persons:
Drs. E.V Surardjo, Director
Drs. J.S. Marsudi, Director of Studies**

GENERAL INFORMATION

Brief Description

The Intensive English Course (IEC) is a private language institution with headquarters in Jakarta and 19 branches throughout Indonesia. It has been in existence for 23 years and offers general English courses to the public. A Director and Director of Studies are based at the headquarters and oversee all branch activities. All major policy decisions are made at the IEC headquarters.

Site and Building

The IEC headquarters, located just off Jalan Jatinegara, occupies a former hostel complex. The U-shaped complex has three buildings which, in turn, contain fourteen classrooms and three rooms for extra-curricular activities. Plans are underway to replace these older buildings with a modern four-storey building that should be ready for occupancy by the end of 1991.

Most of the branch schools in Jakarta contain an average of six classrooms, including one language laboratory, one learning center, and one meeting room. All branches are located on main roads and are easily accessible.

Branches

The IEC now has 19 branches. Six of them are in Jakarta, 10 throughout Java, and one each in Denpasar, Banda Aceh, and Ujung Pandang.

Students

IEC currently has 5,000 part-time students enrolled in its Jakarta schools. At the IEC headquarters, there are currently 1800 students. Since its start-up approximately 50,000 students have studied at IEC in Jakarta. Seventy percent of the students are junior and senior high school students, ten percent are university students, and another ten percent are private company and government employees. The remainder are members of the general public.

Reporting Systems

Reporting is conducted through attendance records, course reports, and teacher progress reports. Certificates are provided, upon request, to those students who have past the English language test for levels 1 to 6.

Future Plans

Future plans include rebuilding the IEC headquarters as mentioned earlier. The new building will contain 20 classrooms, language and computer laboratories, and a library. IEC will also continue to open up more branches and intensify supervision.

PROGRAM INFORMATION

IEC course offerings are all part-time.

General English : levels 1-6; 3 hrs/wk over 3 mths, total 240 hrs; focus on basic communication skills.

Business English : level: advanced; 3 hrs/twice a week over 6 mths; emphasis on communication skills.

Special English Conversation : levels: all; 6 hrs/wk over 3 mths.

English for Children : level: basic; 1.5 hrs/twice a wk over 4 mths; certificate gives breakdown of skills to support school training.

Class Size and Schedule

The average class size of the regular classes including General English Program and English for Children is 17. For private groups the number is limited to 15.

Registration is open on a monthly basis. Morning classes are from 07:30 to 09:00; 09:00 to 10:30; 10:40 to 12:10. Afternoon classes are from 15:30 to 17:00; 17:00 to 18:30; and 18:45 to 20:15.

Curriculum and Materials Development

Some materials have been adapted, developed and/or compiled by the IEC materials developer. Materials are also developed by teachers as part of their teaching duties.

Core Text

All IEC branches use **Gateway to English for Communication** as the core text for the General English classes.

Language Testing and Student Placement

Testing for placement and for advancement from one level to the next is through internal tests which are standardized at all branches. Placement tests are based on functional listening, speaking, reading and writing skills. Promotion is based on tests developed by teachers and evaluation of the student's performance which includes collecting 50 credit points through extra-curricular activities (e.g., student participation in speech laboratory, video programs, daily meetings, and learning center activities).

Tailor-made Programs

One month's lead time is required.

Country Specific Orientation

The resources at IEC are not country specific.

Program Fees

Program fees depend on the type of program and/or length of the course.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

IEC has 30 full-time and 95 part-time staff members in the Jakarta area, with an additional 30 full-time and 48 part-time teachers in the branch centers.

Nationalities : Indonesian: 125 (Jakarta-based)

Teacher Qualifications

Indonesian teaching staff must have a good command of spoken English, whether they are graduates or undergraduates.

Teaching Experience

Most teaching staff have experience teaching junior and senior high school students.

Contract and Length of Service

There are no fixed contracts. Teachers are paid on an hourly or monthly basis.

Consultant : not applicable

Head Teacher/Teacher Ratio : 1 : 12

Administrative Positions

1 President Director	FT
1 Director of Studies*	FT

1 Director of Finance	FT
19 Branch Managers	• PT
1 Student Advisor	PT

- * doubles as Materials Coordinator, Bulletin Editor and Marketing Manager

Support Staff

1 library clerk	FT
2 technicians	FT
1 secretary/bookkeeper	FT

Note: Each branch has a receptionist and office support staff.

FACILITIES AND RESOURCES

Classrooms : 14 plus 3 extra-curricular activity rooms
Average Size : 3m x 6m; activity rooms: 4.5m x 6m

Classrooms are furnished with tables and chairs, blackboards or whiteboards, tape recorders and visual aids. Classrooms at the Pondok Pinang in South Jakarta, and Bekasi branches have air-conditioned rooms.

Other Facilities at IEC Headquarters:

Library	Yes	
Self-access Center	No	
Language Laboratory	No	listening room with headphones
Computer Laboratory	Yes	
Auditorium	Yes	
Teachers' Offices	No	
Teachers' Lounge	Yes	
Technician's office	Yes	
Cafeteria	No	

Library

The library is open in the mornings from 08:00 to 12:00, and in the afternoons from 16:00 to 20:00. Journal subscriptions include: *The Jakarta Post*, *Time*, *Hello*, and *Dialogue*. Students may borrow readers only.

Open Learning Area

Each branch has a small area set aside for students to do their homework or extra exercises. Part-time assistants are available to check the students' work.

Gateway workbooks, which the students purchase, are used for homework assignments. They contain unit tests and reading

comprehension passages. Students do these in order to collect credit points for promotion to the next level.

Listening Room

The listening room is open daily for class use. It contains 25 stools with headphones hooked up to a master console. The room is open from 08:00 to 12:00 and from 16:00 to 20:00, Monday through Saturday.

Computer Laboratory

The IEC headquarters has four computers which students can access. Hours of operation are: 09:00 to 11:15 and 17:00 to 19:15, Monday through Saturday.

Video and Daily Meeting Rooms

To accrue credit points, students can watch videos or attend the free daily conversation groups in one of the activity rooms. The hours of operation are the same as those of the computer laboratory. At peak times, these rooms double as classrooms.

Equipment

- 1 overhead projector,
- tape recorders*
- video recorders*
- televisions*

* distributed throughout the branches, quantity is not known

ADDITIONAL INFORMATION

IEC puts out a monthly student newsletter called **IEC Bulletin**, which contains information about programs, teachers, up-coming events, as well as interesting stories to read. This **Newsletter** is distributed free of charge to all IEC students.

INTERNATIONAL LANGUAGE PROGRAMS (ILP)

**Jalan Aipda K. S. Tubun 19
Jakarta 10260**

**Tel: (021) 570-8218, 570-8220, 570-8221
Fax: (021) 772-408**

Contact Persons:

**Mr. Bambang Pangestu, Executive Director
Mr. Budi Martono W., Assistant Director**

GENERAL INFORMATION

Brief Description

The International Language Programs (ILP) institute is registered as a private Indonesian foundation. It has been in existence since October 1978 and offers a variety of English language programs, including General English, English for Academic Purposes, English for Specific Purposes, and test preparation. The institute has been a recognized testing center for the University of Cambridge Local Examinations Syndicate (UCLES) since August 1990, and specializes in preparing students for the First Certificate in English (FCE).

It has four training locations in Jakarta at K.S. Tubun, Cikini, Panglima Polim and Cipete. Each is a self-supporting training unit. The first two sites concentrate on general English and employ mostly Indonesian teachers. The other two sites employ mostly native English speaking teachers and concentrate on general English and test preparation for the upper levels of language proficiency.

Sites and Buildings

The four ILP locations in Jakarta are purpose-built language centers. The head office at K.S. Tubun is a three-storey building; at Cikini, a four-storey building with underground carpark; at Panglima Polim, a three-storey building; and at Cipete, a three-storey building with underground carpark. All are accessible by public transportation. A total of 56 classrooms are available at the four sites in Jakarta.

Branches

The headquarters in K.S. Tubun (Central/West Jakarta), moved to this new site in 1990. The two training centers in South Jakarta at Panglima Polim and Cipete were established in 1987 and 1989 respectively. The Cikini center in Central Jakarta was established in 1989. Another self-supporting training center in Surabaya was established in 1985.

Students

ILP currently has 3,500 part-time and 600 full-time students. Approximately 23,000 part-time and 4,500 full-time students have studied at the various ILP centers in Jakarta since ILP's start-up. The organization serves individual private students as well as groups of government and company employees on contract.

Reporting Systems

Reporting is conducted through program evaluation, program reports, attendance records and student files.

Future Plans

ILP plans to open a new branch in Tebet, South East Jakarta in 1991. It will also expand its service to private companies in the area of English for Specific Purposes.

PROGRAM INFORMATION

Programs offered by ILP include General English, First Certificate in English (FCE), other test preparation (TOEFL, GRE and GMAT) and Bahasa Indonesia. All courses up to and including FCE are taught by both Indonesian teachers and native English speakers. The FCE is something of a "specialization" as a large majority of Jakarta's FCE candidates are ILP students.

General English : levels: named Foundation (complete beginners); Basic One, Two, Three and Intermediate One, Two, Three; four macro skills; PT, 56 hours per level; FT, 30 hrs/wk for 12 weeks

First Certificate of English (FCE) Preparation : levels: called Post-Intermediate English Skills (PIES); Advanced English Skills (AES); four macroskills; PT 56 hours per level, FT course 30+ hours per week; follows general English format

Cambridge Proficiency in English (CPE) Preparation : level: advanced; four macroskills; PT courses available, 5 hrs/wk for 18 months.

English for Academic Purposes : levels: intermediate and advanced; FT courses available on request.

English for Specific Purposes : levels: beginners and intermediate; available on request.

TOEFL Preparation : level: TOEFL 420+; courses vary from 3 months to one year at K.S. Tubun and Panglima Polim locations only; GRE/GMAT preparation also available.

Bahasa Indonesia : level: beginners to intermediate; three levels called Survival I, Survival II and Intermediate.

Class Size and Schedule

For the General English course, students are divided into 11 levels according to placement and end-of-term test results. Classes have a maximum of 18 students. Each term consists of 56 hours of instruction over 11 or 12 weeks. Starting dates are staggered and are different at each branch. The intensive program for full-time students is seven hours per day from 08:00 to 16:00 Monday to Friday, and has a maximum class size of 12. The extensive program for part-time students is four hours per week: Monday/Wednesday or Tuesday/Thursday plus alternate Fridays; two hours per lesson with 09:30, 14:30, 17:00 and 19:00 start times available.

Curriculum and Materials Development

ILP has devised its own syllabus which tries to find a balance between structural and functional approaches. The materials are taken from a wide variety of sources. The school does not follow any particular textbooks, but prefers to adopt an eclectic approach. Many commercially available materials are changed and adapted according to the needs of the students. A considerable amount of time is spent on creating the school's own materials, including visual aids.

A materials development coordinator devotes 30 hours per week to materials development; "Level Experts", approximately 100 hours per week in total; and coordinators, principals, and staff members on special assignments, approximately 60 hours per week in total.

Core Texts

General English course texts include selections from: *Cambridge English Course*, *Meanings into Words*, *Mosaic I and II*, *Interaction I and II*, and grammar selections from: *Grammar and Practice* and *Basic English Grammar*, *Fundamental English Grammar* and *Understanding English Grammar*. *Building Skills* for TOEFL is used for the TOEFL preparation.

Language Testing and Student Placement

Internal placement and end-of-term testing are used for all centers. As mentioned earlier, ILP Jakarta is a UCLES testing center offering First Certificate in English (FCE), Certificate Proficiency in English (CPE), Preliminary English Test (PET) and Cambridge Examination in English for Language Teachers (CELT). ILP's Surabaya center is also an UCLES testing center. Both testing centers only register ILP students: they are not open to register the general public for

UCLES tests.

For general courses all students are placed according to the combined results of an oral interview and a series of graded multiple choice tests. For project courses, a series of placement tests are designed in accordance with the aims of the project.

Promotion is through end-of-term consultations between teachers and the coordinator or principal. Each student's result (Pass or Repeat) is decided according to a combination of end-of-term test scores and the teacher's assessment of classwork (oral proficiency, listening, writing, reading and classroom participation).

Tailor-made Programs

Lead-time varies from three to six months. ILP has had experience in preparing EAP and ESP courses for such clients as the State Banks and the Ministry of Finance. At the Cipete branch there is a company course coordinator who is in charge of the design and implementation of tailor-made programs. These can be run at the Cipete branch site. Currently a pre-departure training program for the Harvard Institute for International Development (HIID) project is being held at the Kemang Hotel.

Country Specific Orientation

For the General English courses, materials are mostly British-oriented. Intensive courses use primarily American materials as these students are hoping to study in the USA. ILP has had experience in preparing people for the USA, United Kingdom, Australia and Japan.

Program Fees

Fees are based on a two-tier system depending on whether students are taught by native English speakers or Indonesian teachers. Fees for special projects are decided by negotiation.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

There are 62 full-time and 15 part-time teaching staff members.
(Part-time staff numbers fluctuate according to course numbers).

Nationalities :	Indonesian	:	26
	British	:	16
	American	:	20
	Australian	:	4

Teacher Qualifications

Native speakers for the general courses are required to have an RSA Preparatory Certificate. Native speakers for project work have an M.A. in TESL or TEFL plus one year teaching experience. Indonesian teachers who have a bachelor's degree and a high level of

proficiency in English are recruited. Teachers must also successfully complete an in-school teacher training course of 120 to 150 hours.

Teaching Experience

The experience of the Indonesian teaching staff is varied. Ninety-five percent of the staff are graduates from university education departments (FKIPS) or teacher training institutes (IKIPS). Some have had little or no teaching experience apart from teaching private lessons; others have taught in state schools, others still language institutes, or have worked on resettlement projects for Vietnamese refugees. All native speakers have teaching experience at different levels and with different kinds of students.

Contract and Length of Service

The length of contracts for native English speakers in general English courses is two years; for Indonesian teachers and native English speakers in project work, contracts are for one year. The average length of service for native English speakers is two years; for Indonesian teachers, four to five years.

Head Teacher/Teacher Ratio 1:5

At Cikini and Tubun branches, there is an overall coordinator, a principal, training officer and two senior teachers. At Cipete and Panglima Polim branches, there is an overall coordinator who is assisted by senior teachers.

Administrative Positions (for ILP network)

1 Director	: FT	
2 Assistant Director	: FT	
4 Principals	: FT	(including 1 in Surabaya)
2 Coordination of Studies	: FT	(including 1 in Surabaya)
3 Materials Coordinator	: FT	
4 Registrars	: FT	
1 Marketing Manager	: FT	
3 Office Managers	: FT	
1 Training Officer	: FT	

Support Staff

12 receptionists	: FT	
4 secretaries	: FT	
4 bookkeepers	: FT	
10 support staff	: FT	
1 office clerk	: FT	
7 drivers	: FT	
15 security guards	: FT	(7 hr shifts, 3 per center)
4 office boys	: FT	(K.S.Tubun only)

FACILITIES AND RESOURCES

Classrooms : 56 air-conditioned classrooms are available in the 4 sites in Jakarta.

Average Size : 4m x 6m and 5m x 5m

In one center, for example K.S.Tubun, there are 25 classroom; 12 of which are 4m x 6m in size and hold a maximum of 18 students, and another 13 of which are 5m x 5m in size. All classrooms are air-conditioned and furnished with student chairs, whiteboard, tape recorder and teacher's table and chair. A television, video-player, video camera and overhead projector can be requested by the teacher.

Other Facilities

Language Laboratory	No
Library	No
Self-access center	No
Computer Laboratory	No
Teachers' offices	Yes
Teachers' lounge	Yes
Student Lounge	Yes
Student Residence	No
Administration Offices	Yes
Canteen	Yes

Staff Room/Teachers' Offices/Common Room

Each of the ILP centers in Jakarta has a large, open teachers' room, which is divided into work areas and made to look attractive with posters and plants. These staff rooms average 18 teachers to a room with as many as 28 using the space on a part-time basis at K.S. Tubun. There is also a canteen/lounge at each branch.

Equipment

- 5 video machines (Betamax Sony)
- 5 televisions
- 40 tape recorders
- 5 overhead projectors
- 1 video camera
- 6 photocopy machines
- 1 fast dubbing machine

Computers are used at each branch for materials writing and course development. They are not available to students.

ADDITIONAL INFORMATION

Teacher Training Program

The main feature which the ILP regards as "special" is the level of cooperation and sharing between native speaker teachers and Indonesian teachers, both in terms of materials and methodology. The training of Indonesian teachers is given a very high priority. Before joining ILP, an Indonesian teacher must undergo a rigorous selection procedure, followed (free of charge) by a training program lasting 120 hours, plus two weeks of teaching practice with volunteer students. Once the teacher passes this program successfully, he/she is gradually introduced into the teaching schedule, working through probationary and junior periods. The experience acquired and the level of performance achieved will eventually entitle the teacher to 'Regular Teacher' status. As the school has expanded, senior Indonesian teachers have been encouraged to take on a greater share of the task of carrying out this training.

Facilities at Project Site

At the Harvard Institute for International Development (HIID) project run by ILP at the Hotel Kemang, special facilities have been built up over the long-term of the project. These include a library/self-access center and language laboratory.

Library/Self-Access Center

The library has approximately 750 readers and magazines and is open Monday to Friday from 16:00 to 20:00, Saturday and Sunday from 09:00 to 20:00. Subscriptions include: **TOEFL Magazine**, **Practical English Teaching**, **EFL Magazine**, **Newsweek** and **Time**. It also has 15 videos and 60 audio-cassettes in English. All material is available for students to borrow. Two tape recorders, two video recorders and two computers are available for self-access.

Language Laboratory

The language laboratory has a 20-seat capacity and is open two and a half hours a week. It utilizes SONY equipment.

Clients

ILP has designed and implemented programs for the Harvard Institute for International Development (HIID), the Ministry of Finance and the Indonesian State Banks: Bank Negara Indonesia (BNI), Bank Rakyat Indonesia (BRI), Bank Bumi Daya (BBD) and Bank Dagang Negara (BDN).

IPPM, Jakarta

INSTITUTE FOR MANAGEMENT EDUCATION AND DEVELOPMENT

INSTITUT PENDIDIKAN DAN PENGEMBANGAN MANAJEMEN (IPPM)

**Jalan Menteng Raya No. 9
Jakarta 10002**

**Tel: 375309 Ext. 302
Fax: 372481**

**Contact Persons:
Anton G. Hilman, Manager English Section
Ir. Ismail Suhadi, Program Development Manager**

GENERAL INFORMATION

Brief Description

The Institute for Management Education and Development (IPPM) is a foundation which specializes in business administration and management training. The English language section is part of the Business Communications Department which runs programs for government and company sponsored managers, secretarial support staff and the general public. These programs are in both the Indonesian language (Bahasa Indonesia) and English. The English section programs are divided into three areas: (1) Business English; (2) General English (Conversation); (3) English Structure Review.

The institute has been in existence since July, 1967 and is managed by a Board of Directors headed by a President. The foundation structure consists of an Executive Committee and a Supervisory Council.

Site and Building

IPPM is situated in Central Jakarta within easy access of public transportation. The English section is located on the third floor of a fully air-conditioned, four-storey building and covers an area of 1,450 square meters out of a total space of 3,395 square meters. The section consists of five classrooms, a language laboratory, a teachers' common room and two administrative offices. IPPM owns the purpose-built location.

Students

Since start-up, the institute has provided training for 23,000 part-time students with 1198 enrolled at present. The English language section currently has 450 students, either sponsored by private

companies or the government, or independently enrolled. These include high-school and university students.

Reporting Systems

Reporting is conducted through attendance records and student progress files. Certificates are given to students on the successful completion of a course and course evaluations are carried out by staff and students through questionnaires. Course reports are provided to sponsors on request.

Future Plans

IPPM has recently purchased four plots of land (5,000-6,000 square meters) to build a new ten-storey building adjacent to and as an extension of their present four-storey building.

PROGRAM INFORMATION

Four main programs are offered by IPPM's English section. Two are in the area of general English and are called: **English Structure Review** and **English Conversation**; another program is for occupational purposes and is called **English for Executives**; and the fourth program is **Business English** with separate courses in business writing and translation.

English Structure Review : levels: beginning to intermediate; structural review of language only; 80 hour course, PT course, 2 x 2hr/week basis.

English Conversation : levels: beginning to advanced; PT course, 2 x 2hrs/wk for 20 weeks.

English for Business : levels: beginning to advanced; emphasizing reading, listening and speaking skills; PT 80 hour course; separate 80 hour business writing course available for upper intermediate and above.

English for Executives: levels: upper intermediate plus; PT 80 hour course includes conducting meetings, writing memos and business letters; separate report writing course available for upper intermediate and above.

Translation Workshop: levels: upper intermediate; PT 54 hours over 18 weeks; workshop course for managers and secretaries; English to Indonesian, reading and writing skills emphasized.

TOEFL Preparation : available on request.

Class Size and Schedule

The classes for Conversation, Business Writing and Translation Workshop average 16 participants with a maximum of 18. Business English and Structural Review classes average 20 participants with a maximum of 22 and 24 respectively. As the majority of the participants study after work, classes operate from 16:30 to 18:30 and 19:00 to 21:00. However, morning or afternoon classes, either at IPPM or at the client's location, can be arranged on request.

Scheduled terms for long courses run from January to June and August to December; short courses are scheduled in July. Programs on any other dates can be arranged.

Curriculum and Materials Development

Materials are developed or compiled by a team of 2 to 3 teachers as required for the various course offering.

Core Texts

The English Grammar series by Betty Azar is used for the Structural Review course and Collins' Cobuild series is now used for the Conversation course. For the Business courses, the Enterprise series is used as well as Bid for Power. The video series and course-book combination of Bellcrest has been selected for the English for Executives course. For the Business Writing and Report Writing courses, all materials are compiled by IPPM from various sources.

Language Testing and Student Placement

IPPM generally places students on the results of its own written placement test and listening test. An oral component is sometimes added depending on numbers. The level of student entry depends on placement test results, within a range of 6 levels from beginner to advanced. A final seventh level of proficiency is available but students seldom reach this level.

Evaluation for successful completion of one level and advancement to the next requires 75% attendance, 75% on quizzes and the final exam, and 75% homework completion.

Tailor-made Programs

IPPM has had extensive experience in producing tailor-made programs, particularly in technical and commercial fields; e.g., banking, economics, trade, insurance. Usually 30 to 40 hours' lead-time is required.

Country Specific Orientation

IPPM does not give pre-departure orientations toward any specific country. However, British and American language materials are available.

Program Fees

Program fees are calculated on a cost-recovery basis and depend on the type of program and/or length of course.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

Presently 2 full-time and 18 part-time teachers work in IPPM English Language Programs.

Nationalities :	Indonesian	: 19	bilingual
	American	: 1	

Teacher Qualifications

For Indonesian teaching staff, the minimum qualification required is a bachelor's degree from the English Department of a Teacher Training College. Currently, one of the staff members holds a master's degree in TEFL from Britain. Native English speaking teachers are required to have a teacher training qualification or equivalent.

Teaching Experience

Teachers at IPPM have, on average, 8 years experience in teaching English in Indonesia.

Contract and Length of Service

For full-time staff, contracts are usually one year in length, renewable annually. The length of service is between five and seven years.

Head Teacher/Teacher Ratio : 1 : 7

Administrative Positions

1 Director	:	FT
1 Assistant Director	:	FT
1 Department Head	:	FT
1 Language Section Head/ Marketing	:	FT
1 Course/Materials Coordinator	:	FT
3 Registrars	:	FT

Support Staff

1 librarians	:	FT
5 library clerks	:	FT
10 technicians	:	FT
1 receptionist	:	FT
1 secretary	:	FT

IPPM, Jakarta

1 bookkeeper	:	FT
10 support staff	:	FT
3 office clerks	:	FT
20 drivers	:	FT
2 security guards	:	FT

FACILITIES AND RESOURCES

Classrooms : 6 with one doubling as a meeting room
Average Size : 6m x 7m

Each classroom is air-conditioned and fully-furnished with 4 flip-charts, desks, chairs, board and tape-recorder.

Other Facilities

Language Laboratory	Yes	
Library	Yes	IPPM main library
Self-access Center	No	
Computer Laboratory	Yes	IPPM lab, second floor
Teachers' Room	Yes	
Student Lounge	No	
Student Residence	No	
Auditorium	Yes	IPPM, fourth floor
Administration Offices	Yes	
Technicians' Offices	Yes	
Cafeteria	Yes	IPPM, fourth floor

Library

The library is shared with IPPM and is open Monday to Friday from 08:00 to 21:00, and on Saturdays from 08:00 to 12:00. It contains 20,000 volumes of books on business and management; e.g., economics, statistics, computer science and language. ELT holdings include approximately 100 book titles, plus 10 titles of audio-tapes. All these holdings can be borrowed by students. An independent-study facilitator is available in the library.

There is also a small, ELT teachers' resource section with language teaching materials in the library. Magazine subscriptions include: **Harvard Business Review**, **Fortune**, **Newsweek**, and **Businessweek**.

Language Laboratory

The language laboratory has a 24-seat capacity and is open from 08:00 to 16:30 and at other times on request. Self-study time is available daily, half an hour before class-time. Popular tapes available are: **Strategies in Listening**; **Play it by Ear**; **Elements of Pronunciation** and **Business Listening Tasks**. The laboratory console model is a 1987 Tandberg 100 MK2.

Computer Laboratory

IPPM has a computer laboratory with 27 PC stations all Thomson SPS/MCS IBM compatibles and 7 printers. The laboratory is open Monday to Friday from 08:00 to 16:00 with self-access available Monday to Friday 16:00 to 21:00 and Saturday from 08:00 to 12:00. Popular software available include: Word Star, Word Perfect, Lotus and Database.

Staff Room/Offices

A pleasant teachers' room is available with a central meeting table for eight, a whiteboard, lockers, sofa, and tea and coffee making facilities. There are two other administration offices which are shared by three staff each. The Head of the English section has his own office space.

Equipment

- 2 video monitors and recorders (24 inch Sony/Betamax)
- 1 PC 2DD computer (accessible to staff only)
- 7 tape recorders
- 3 overhead projectors
- 1 recording machine (editing facilities shared with IPPM).
- 3 photocopy machines
- 1 slide projector
- 1 film projector

ADDITIONAL INFORMATION

Clients

IPPM's clients include both government and non-government agencies and private companies involved in such varied activities as the garment, chemical, pharmaceutical, automotive and electronics industries. These clients include: Sekretariat Negara (State Secretariat), DEPERDAG (Ministry of Trade), BAPINDO Development Bank, Bank BNI 1946, DKI (Governor's Office, Jakarta), PUPUK KALTIM-(fertilizer company) and PT. Samudera Indonesia (private shipping company).

LAN, Jakarta

**LEMBAGA ADMINISTRASI NEGARA
BALAI DIKLAT II
EDUCATION AND TRAINING UNIT II**

**Kampus Diklat
Pendidikan dan Latihan Pegawai Negeri
Jalan Administrasi II,
Pejompongan
Jakarta**

**Tel: 586-584, 586-586, 586-587, 586-593 Ext. 161
Fax: 375-731**

**Contact Person:
Ms. Rohaya Sanusi, Head, Balai Diklat II**

GENERAL INFORMATION

Brief Description

Lembaga Administrasi Negara (LAN) is a non-departmental, government agency responsible for the supervision and coordination of training in public administration for the Indonesian civil service. It was founded in 1957. The Balai Diklat II has been in existence for four years and is part of the Education and Training Unit II (ETU II). The function of the ETU II is to conduct and coordinate programs on foreign languages and management techniques for civil servants in central and local government offices, as well as state-owned enterprises. The Head of the Balai Diklat II answers directly to the Deputy Chairman for Education and Training II. Courses offered by the ETU II include : Basic English Language Training, English for Academic Purposes and English for Occupational Purposes, specifically designed for civil servants.

Site and Building

The ETU II is located in a two-storey building on the LAN training campus at Jl. Administrasi II (off Jl. Penjernihan), Pejompongan, Jakarta. The campus is easily accessible by public transportation and provides ample parking space for staff and students. Facilities, which are shared with LAN public administration programs, include: classrooms, lecture rooms, auditorium, public administration library, cafeteria, sports hall, participant residential accommodation, language laboratory, and a teachers' room.

Head Office and Branches

The LAN head office is located at Jl. Veteran 10, which is in Central Jakarta. English Language Training is also in operation at the

LAN Regional Center in Ujung Pandang, South Sulawesi. A similar range of facilities for language learning exists in the regional center.

Students

The ETU II currently has 74 full-time and 34 part-time students studying English in 6 classes. Since the start-up of the unit, over 650 full-time students have studied there.

Reporting Systems

Reporting is conducted through program evaluations, program reports, attendance records and student files. Course coordinators prepare the reports with assistance from the teachers and in consultation with the Head of the Balai Diklat II.

Future Plans

The ETU II is presently developing English for Occupational Purposes modules for use in LAN and other government departments. English Language Band Profiles are also being developed at ETU II, for use by managers without ELT specialist training to make decisions on targets for language skill proficiencies, training durations and testing requirements for civil service employees. In the future, further language training programs and services, at a LAN Regional Center in Bandung, will be set up to serve agencies of central and local government agencies in the West Java region.

PROGRAM INFORMATION

Full-time courses available at LAN, with possible sponsorship from the Daftar Isian Proyek (DIP) development budget for government agencies, include:

- General English :** levels: beginning to intermediate; 4 levels called Basic English Language Training (BELT); FT 360 hours over 3 months; PT 60 hours over 15 weeks per level; upgrading of all language skills and beginning study skills in listening and reading.
- EAP :** levels: intermediate plus; each level runs for 3 months; focusing on upgrading all language skills, clear organization and processes for writing, effective reading skills, basic study skills and oral presentations.
- EOP :** levels: intermediate and above; courses available in English for international negotiation and English for spoken presentations at conferences; emphasis is on civil servants' occupations.

Class Size and Schedule

Full-time classes run from 08:00 to 15:00 Monday to Friday, and attendance is compulsory. Other times for full-time classes can be negotiated. On Saturdays, the self-directed learning laboratory is open for independent study. Part-time classes have flexible hours and depend on course requirements. Class size ranges from 16 to 20 students, but most average 18.

Courses are usually 12 weeks in length and begin in January, March, June and September. Part-time General English courses start on client demand and class times and length of programs can be arranged to suit the client's needs.

Curriculum and Materials Development

Resources are generally book-based. Some materials for General English, EAP and EOP are being developed by the Overseas Development Administration (ODA) consultant and teachers. The time devoted to materials development by the ODA consultant varies between 0-100% according to urgency; for teachers during teaching sessions approximately 10% of their time; and for teachers between teaching sessions, approximately 50-100%.

Core Texts

The Cambridge English Course and Interactions are used for the General English courses at BELT and Pre-BELT levels with Meanings into Words added at EAP I. The series Developing/Expanding Reading Skills is also used for these courses.

Language Testing and Student Placement

The test batteries used are TOEFL and other standardized tests. Promotion from one level to the next is through published coursebook tests, mid-term and end-of-course examinations on listening and reading, continuous assessment of weekly writing assignments and/or teacher assessment.

Tailor-made Programs

For tailor-made programs, four weeks' lead-in-time after confirmation is required. LAN has had particular experience in ESP and EOP tailor-made programs.

Country Specific Orientation

In August 1988, LAN developed a special pre-departure orientation and upgrading program for Sekolah Teknik Menengah (STM) lecturers going to the United Kingdom. Four of LAN's teaching staff have been to the U.K. for training since 1988. British orientation, in terms of materials, include class textbooks on listening and the video, *Living in Britain*. The ETU II also has access to British, American and Australian language and orientation materials.

Program Fees

Fees are determined on a non-profit, cost recovery basis and depend on the type of program required. LAN-sponsored courses are also available for nominated individuals from government ministries and agencies (2 places per institution depending on demand).

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

Six full-time and six part-time teaching staff members, two British volunteers and a British consultant work at the unit.

Nationalities :	Indonesians	:	12
	British	:	3

Teacher Qualifications

Minimum qualifications to work at the unit include a bachelor's degree and a teaching qualification or extensive teaching experience. Currently, three of the teaching staff have Master's degrees in TEFL and related fields from the United Kingdom.

Teaching Experience

The Indonesian full-time staff's experience has been in Indonesia and the United Kingdom. All previously worked with the School of Experiment in International Living and with Save the Children, on the Vietnamese refugee resettlement program on Galang Island. There they received extensive practical on-the-job training in language teaching skills. The part-time staff has experience in Indonesia, the USA and the UK. The British consultant has had experience in Africa, Asia, Europe and the Middle East.

Contract and Length of Service

The Indonesian teaching staff are civil servants. The average length of service for full-time staff is three years.

ELT Consultant

From January 1987 to date, the ETU II has been the base for a British (ODA funded) language training consultant, whose remit is to assist LAN in (a) building up its own English training center and programs, and (b) advising and assisting other government departments and agencies in English language training. Thus the ETU II has close links with the British Council in Jakarta.

Head Teacher/Teacher Ratio: 1:6

Administrative Staff

1	Head, Balai Diklat II	:	FT
1	Secretary, Balai Diklat II	:	FT

LAN, Jakarta

Full-time teachers fulfill some administrative roles but in a non-structural capacity.

Support Staff

1 library clerk	:	FT
1 technician	:	PT
1 secretary	:	FT
2 support staff	:	FT
1 security guards	:	FT
3 cleaners	:	FT

FACILITIES AND RESOURCES

Classrooms : 3 air-conditioned classrooms are made permanently available for ELT teaching in the ETU II;
8 others are available on request from LAN.

Average Size : 5m x 5m

The classrooms are well-lit and air-conditioned. They contain a whiteboard, student chairs with folding arm, teacher's table and chair. Overhead projectors, tape recorders and video equipment are available for classroom use.

Other Facilities

Language Laboratory	Yes	
Library	Yes	LAN main library
Self-access Room	Yes	
Auditorium	Yes	use of LAN 100-seat facility
Teachers' Room	Yes	
Student Common Room	Yes	use of LAN facility
Student Residence	Yes	use of LAN facility
Administration Offices	Yes	for Head and consultant
Cafeteria	Yes	use of LAN facility
Lecture Rooms	Yes	3 available
Mosque	Yes	part of LAN campus
Sports Hall		use of LAN facility

Library

The ETU II ELT resource room has 1,500 books: English language training, graded readers and teacher reference materials. A full-time staff member is located in the resource room to record the borrowing of materials. The room has space for only four chairs, therefore, materials available for self-access, can be taken for use in the language laboratory when available. Through the ODA consultant, LAN's subscriptions include: **BBC English, Practical English Teaching, Modern English Teacher, English Language Teaching Journal** and **The Jakarta Post**. ETU II students also have access to LAN's Public Administration library. Opening times for

both rooms are as follows:

	ETU II Resource Room:	LAN library:
Monday - Thursday	08:00 - 15:00	09:00 - 13:00
Friday	08:00 - 15:00	09:00 - 10:45
Saturday	08:00 - 13:00	09:00 - 13:00

Self-access

The two language laboratories are available outside class time and on Saturday for independent study. Self-directed learning materials, a gift from the Indonesian Australian Language Foundation, are available in one of these. The third obsolete laboratory is being equipped for self-access study.

Language Laboratory

The two SONY language laboratories have a 45-seat capacity. Laboratory 1 is part of the English Language Teaching Unit, and seats 20. Laboratory 2 (STIA) is a SONY model and seats 25. Both language laboratories are open during teaching hours and available on Saturdays for independent study.

Staff Room/Common Room.

The ETU II has a staff room with desk space for all teachers. There is currently no permanent student common room available exclusively for ETU II students, but this is planned for the future.

Equipment

- 2 overhead projectors *
- 4 tape recorders *
- 2 Betamax video machine *
- 1 computer
- 1 slide projector
- 1 video camera

* more are available from LAN's central audio-visual service. Other equipment available from LAN's central audio-visual section includes a public address system, radio microphones, etc.

ADDITIONAL INFORMATION

On-campus residential programs can be arranged if dormitory space is available; this depends on LAN's other commitments.

Rooms and lecture halls at LAN are available to government agencies and those associated with government agencies, at a moderate cost.

The ODA consultant provides teacher training and program assistance and monitoring. This service is available through LAN to all government agencies. LAN provides training for civil service ELT trainers. Depending on commitments with ETU II courses, LAN can loan teachers to other government agencies.

**INSTITUTE FOR THE DEVELOPMENT OF
LANGUAGE PROGRAMS
OPEN UNIVERSITY INDONESIA
(LEMBAGA PENGEMBANGAN
PROGRAM PENGAJARAN BAHASA
UNIVERSITAS TERBUKA LP3B-UT)**

**Jalan Cilacap 6A
Jakarta 10310**

Tel: 370-513,310-7823,310-7824

Contact Person : Samekto, M.A., Director

GENERAL INFORMATION

Brief Description

Universitas Terbuka (UT) or the Open University, Indonesia provides national distance learning programs, including Program Studi Inggris (English Study Program). The Institute responsible for these English programs is semi-governmental and has been managed by a director since its opening in 15 March, 1989. The system caters to senior high school leavers and the general public, particularly those in remote locations throughout the archipelago, who wish to study English and obtain nationally (and internationally) recognized certification.

Site and Building

The head office of the UT Institute for the Development of Language Teaching Programs (LP3B-UT) is a two-storey building in the Menteng district of Central Jakarta. Here the development of English study materials and examinations for distance learning is carried out by a team of developers, assisted by three British consultants. It is from this location at Jalan Cilacap 6A that registration is administered and study materials distributed to students. These air-conditioned facilities also house three rooms for tutorials. All inquiries about registration and other matters related to the UT Programs of English studies can be directed to this office.

Students

Since the start-up of the LP3B-UT in 1989, 5,452 have been enrolled with 4,340 currently registered throughout the country. The UT English Study Program provides an opportunity for senior high school leavers and members of the general public to follow a self-study certificate program of 72 credit units; advancing from General English for Elementary and Intermediate levels to a choice of one area

of English for Occupational Purposes. This certificate program forms the requisite study for the 120-credit Diploma Program (Program D3) in one of five fields and/or advancement to the 150/160-credit Degree Program (Program S1). No students have as yet been enrolled at these levels (See future plans).

Reporting Systems

Examination are held twice a year, in June and December, for all levels. Certificates are awarded by the Universitas Terbuka (UT) and the University of Cambridge Local Examination Syndicate (UCLES) on successful completion of each level examination.

Future Plans

The Diploma and Degree programs have not yet been offered as the LP3B-UT is still only in its third year of operation but the first entrants to the programs are planned for 1992 and 1993.

PROGRAM INFORMATION

The UT English Study Program is made up of three inter-connecting programs: Program Sertifikat or the Certificate program; Program D3 or the Diploma program, and Program S1 or the Degree Program. (See attached diagram). The following description outlines the language programs under these three headings:

1. Certificate Program :

General English : levels: elementary and intermediate; UCLES/PET examination requirement for direct intermediate entry; self-study course using study guides; cassettes and TV; optional tutorials twice weekly with licensed UT tutors; elementary level (24 credits/400 hrs), and intermediate level (24 credits/400 hrs); integrated language skills.

EOP : level: advanced; UT English Intermediate test or UCLES/FCE examination requirement; self-study course in one of the following subject options: English for Computer Applications; English for Business; English for Tourism; TEFL; English for Translation; English for Secretarial & Office Management or English for Banking; Advanced General English also offered as an alternative option.

UCLES Examination : levels: UT elementary stage is linked to Preparation UCLES/PET preparation; UT intermediate stage is linked to UCLES/FCE preparation; at the advanced levels participants can work to take CAE, CPE and eventually some of the UCLES/RSA teacher training qualifications. (See language testing and placement section).

2. Diploma Program :

EOP : level: advanced; requirement UT English certificate or UCLES/CPE (or equivalent); self-study course in one of the following subject options: English for Business, English for Tourism, English for Information Technology, English for Translation or Applied Linguistics; 120 credits.

3. Degree Program : level: advanced; requirement UT English certificate or UCLES/CPE (or equivalent); self-study course in the area of Applied Linguistics, Language and Literature or Language and Translation; Program Biasa (Ordinary Program) 150 credits, Program Utama (Honors Program) 160 credits.

Class Size and Schedule: Not applicable

Registration

Registration for the UT Program of English Study requires the listing of personal data and language level at entry. There are two types of registration procedures. First registration (Registrasi Pertama) consists of registering once for the duration that a candidate continues throughout the program; annual registration (Registrasi Ulang) is carried out by all participants, whether for entry into a new, remedial or higher level of study, after following the program for 12 months or on entering a higher level. First registration and annual registration are carried out from September to February and March to August. Registration for testing is in March and September.

Curriculum and Materials Development

A full-time materials developer coordinates the production of curricula and materials for the UT programs of English studies at the head office, where there are presently 10 academic staff. To date, the Institute staff have produced original student guides (Tuntunan Belajar Mandiri) as well as course books for the English for Translation option.

Core Texts

The programs utilize commercially published texts. Some of the texts for the Certificate program include: **Cambridge English Course, Oxford Skills Series and Longman English for Business Series**. Lists of textbooks for the various specializations of the Diploma and Degree programs are still being drawn up.

Language Testing and Student Placement

No test requirement is set for entry into the elementary level of the Certificate program. UT Elementary Level Test (Ujian Tingkat Dasar) or University of Cambridge Preliminary English Test (PET) is required for intermediate enrollment. The First Certificate in English (FCE) or UT Intermediate Level Test (Ujian Tingkat Menengah) is required for entry into the advanced level of the Certificate program. All UT examinations, including the Elementary and Intermediate Level tests are monitored by the University of Cambridge Local Examinations Syndicate (UCLES). The examination questions are vetted by the Syndicate and the implementation of examinations is monitored by them.

Tailor-made Programs : Not applicable

Country Specific Orientations: Not applicable

Program Fees

The fee per participant is Rp 180,000 for one academic year or per level and can be paid in two installments. This covers a student's fee and materials (books and cassettes). The test fee is Rp 90,000. This covers 24 credits or Rp 3,750 per credit in the four skill tests: Reading (5 credits), Listening (5 credits) Writing (7 credits), and Speaking (7 credits).

ACADEMIC AND ADMINISTRATIVE STAFF

Academic Staff

LP3B-UT employs 10 full-time academic staff. Also involved in the program are approximately 70 part-time examiners and 100 part-time tutors.

Nationalities :	Indonesian	:	7
	British	:	3

Tutor Qualifications

Tutors are required to hold a bachelor's or Sarjana (S1) degree in English to work on the program.

ELT Consultant

Three British consultants work for LP3B-UT, funded by the British Overseas Development Administration (ODA) to provide technical assistance to the LP3B-UT Director in all aspects of the UT English Study Program and LP3B-UT development. The UT English Study Program is also provided technical support from the University of Cambridge Local Examinations Syndicate through the vetting and monitoring of the LP3B-UT examinations.

Administrative Staff

1 Director	:	FT
1 Program Coordinator	:	FT
1 Materials Coordinator	:	FT
1 Registrar	:	FT
1 Office/Marketing Manager	:	FT
1 Student Advisor	:	FT

Support Staff

1 librarian	:	FT
3 receptionists	:	FT
5 secretaries	:	FT
3 bookkeepers	:	FT
3 support staff	:	FT

FACILITIES AND RESOURCES

Not applicable as the facilities at the head office do not represent the facilities or resources of centers in the UT Study English Program.

ADDITIONAL INFORMATION

The office of the LP3B-UT at Jalan Cilacap 6A, Jakarta is the equivalent of the nerve center of the UT English Study Program, controlling programs and materials development, student registration, program and testing implementation for the nationwide English distance learning programs. The following list gives the 32 locations of the Open University Distance Learning Program (Unit Program Belajar Jarak Jauh (Regional Centers) Universitas Terbuka UPBJJ-UT).

DAFTAR UPBJJ-UT DI SELURUH INDONESIA

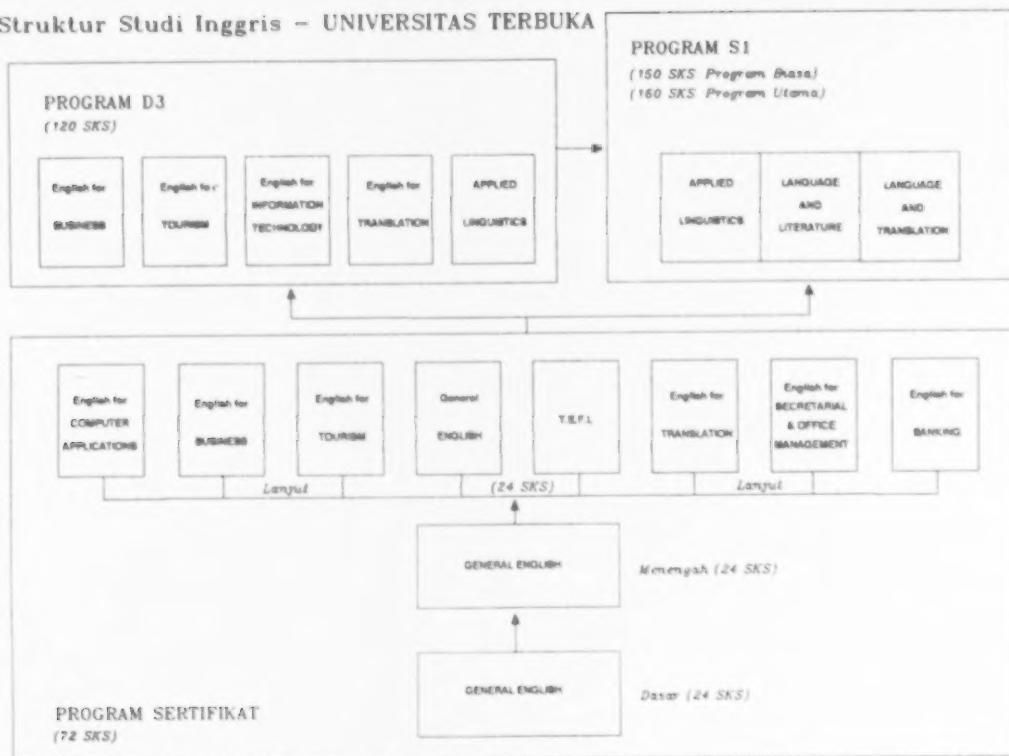
1. UPBJJ-UT Banda Aceh
Gedung Biro Rektor/PR III
Universitas Syiah Kuala
Banda Aceh 23001
Telp. (0651) 23408
2. UPBJJ-UT Medan
Gedung LRC Lantai 2
Kampus IKIP
Jalan Merbau 38A
Medan 20113
Telp. (061) 524848
3. UPBJJ-UT Padang
Komplek Perguruan Tinggi
Air Tawar, Padang 25131
Telp. (0751) 21838, 21260
4. UPBJJ-UT Pekanbaru
Jalan Pattimura No. 9
Kampus UNSRI
Pekanbaru 28131
Telp. (0761) 24410
5. UPBJJ-UT Jambi
Jalan Rd. Mattaher No. 16
Jambi 36113
Telp. (0741) 25753
6. UPBJJ-UT Palembang
Jalan Srijaya Negara
Kampus UNSRI Bukit Besar
Palembang 30139
Telp. (0711) 28833

Sub-Unit Pangkalpinang
Kampus UNSRI
Cabang Bangka
Jalan Kejaksaan 9
Pangkalpinang
Telp. (0711) 21729
7. UPBJJ-UT Bengkulu
Jalan Raya Kandang Limun
Bengkulu 38371
Telp. (0736) 31170
8. UPBJJ-UT Bandar Lampung
Kampus Gedung Meneng
Bandar Lampung 35145
Telp. (0712) 52971, 53475
9. UPBJJ-UT Jakarta
Jalan Pemuda
Komplek IKIP Rawamangun
Jakarta 13220
Telp. (021) 4893652,
4893638, 4893693
10. UPBJJ-UT Bogor
Jalan Pemuda No. 50
Bogor 16162
Telp. (0251) 313427
11. UPBJJ-UT Bandung
Jalan Dr. Setiabudi 229
Bandung 40154
Telp. (022) 213447
12. UPBJJ-UT Purwokerto
Jalan Jendral Sudirman
Kalibakal, Purwokerto 53147
Telp. (0281) 41035
13. UPBJJ-UT Semarang
Jalan Hayam Wuruk No. 7
Tromol Pos 579
Semarang 50241
Telp. (024) 317970
14. UPBJJ-UT Yogyakarta
Jalan Sosioyustisia
Bulaksumur
Yogyakarta 55281
Telp. (0274) 3314

15. UPBJJ-UT Surakarta
Kampus Makam Haji
Surakarta 57126
Telp. (0271) 35266
16. UPBJJ-UT Surabaya
Jalan Kapasari 3-5
Surabaya 60273
Telp. (031) 316961
17. UPBJJ-UT Malang
Kampus IKIP Malang
Jalan Surabaya 6
Malang 65113
Telp. (0341) 51616
18. UPBJJ-UT Jember
Jalan Kalimantan No. 25
Jember 68121
Telp. (0331) 61855
19. UPBJJ-UT Denpasar
Jalan Ir. I.B. Oka Sanglah
Denpasar 80225
Telp. (0361) 28720
20. UPBJJ-UT Mataram
Universitas Mataram
Jalan Pendidikan
Kotak Pos 20
Mataram 83126
Telp. (0364) 2204, 21346
21. UPBJJ-UT Kupang
Universitas Nusa Cendana
Jalan Jendral Suharto 72
Kupang 85361
Telp. (0391) 22503
22. UPBJJ-UT Dili
Jalan Vila Verde
Kotak Pos 48, Dili 88001
Telp. (0390) 21567
23. UPBJJ-UT Pontianak
Jalan Imam Bonjol
Kotak Pos 319
Pontianak 78124
Telp. (0561) 36107
24. UPBJJ-UT Palangkaraya
Kampus UNPAL
Tunjung Nyaho
Jalan Yos Sudarso
Palangkaraya 73112
Telp. (0514) 21023
25. UPBJJ-UT Banjarmasin
Gedung Fakultas Ekonomi
Universitas Lambung
Mangkurat
Banjarmasin 70124
Telp. (0511) 64368
26. UPBJJ-UT Samarinda
Jalan P. Flores No. 1
Samarinda 75000
Telp. (0541) 21033
27. UPBJJ-UT Ujung Pandang
Jalan Sunu No. 131C
Ujung Pandang 90211
Telp. (0411) 21394
28. UPBJJ-UT Palu
Kampus Universitas Tadulako
Bumi Bahari, Jalan
Diponegoro
Palu 94111
Telp. (0451) 22690
29. UPBJJ-UT Kendari
Kampus Universitas Halu Oleo
Jalan Mayjen S. Parman
Kendari 93121
Telp. (0401) 21918, 21623
30. UPBJJ-UT Manado
Kampus IKIP Kleak
Manado 95115
Telp. (0431) 64193
31. UPBJJ-UT Ambon
Kampus UNPATTI-POKA
Ambon 97233
Telp. (0911) 42364

32. UPBJJ-UT Jayapura
Komplek UNCEN
Jalan Pendidikan
Kotak Pos 204 Abepura
Jayapura 99351
Telp. (0967) 396

Struktur Studi Inggris - UNIVERSITAS TERBUKA



**YAYASAN LIA
PERHIMPUNAN PERSAHABATAN
INDONESIA-AMERIKA (PPIA)**

**Jalan Pramuka 30
Jakarta 13120**

**Tel: 858-0536, 858-2464, 881-241, 881-242
Fax: 850-6185**

**Contact Person:
Ms. Gloria C. Kismadi,
Deputy Director, Education & Culture.**

GENERAL INFORMATION

Brief Description

Yayasan LIA/PPIA (Perhimpunan Persahabatan Indonesia-Amerika) is a non-formal education institution for the teaching of English. It was formerly the bi-national language and cultural center called PPIA which translates to the Indonesian-American Friendship Association. This center was established by the United States Information Service (USIS) in 1964 and changed to "Yayasan" status in 1980. The head office of Yayasan LIA/PPIA is in East Jakarta with three branches in the same city. The organization offers courses in General English, English for Special Purposes, English for Academic Purposes, and TOEFL preparation.

Site and Building

The Yayasan LIA head office and language center is located on Jalan Pramuka in East Jakarta within easy access of public transportation. The head office occupies a six-storey office building completed in 1986, with an attached four-storey language center built in 1984. The West Jakarta branch, established in 1982, occupies a new six-storey premises. Both these locations are owned by the organization. Since 1982 the South Jakarta branch has occupied a three-storey rented building. There are 79 classrooms in total throughout the Jakarta network of language centers.

Branches

In addition to the branches in East, West and South Jakarta, PPIA has affiliates in many major cities in Indonesia; including Padang, Bukittinggi and Bandar Lampung in Sumatra, Bandung, Bogor, Solo and Yogyakarta in Jawa, and Banjarmasin in Kalimantan.

Students

Yayasan LIA/PPIA students include members of the general public, government and private employees, university and high school students. The size of the operation is vast with approximately 25,000 part-time and 150 full-time students currently being taught in the Jakarta branches. At the East Jakarta center alone there are 9,500 students currently registered for part-time English classes.

Reporting Systems

The reporting systems of the organization include program evaluation, program reports, attendance records and students files.

Future Plans

The Director considers that the Yayasan is now operating at optimum of students numbers and plans over the coming year to focus on consolidating the structure of the organization and the current courses available. The Yayasan is also preparing to offer a new program emphasizing greater fluency in oral English for participants who wish to go beyond the current program limits.

Another area of planning for the organization is in the field of teacher training for Yayasan LIA staff. Recruitment policy stresses language ability over degree qualifications for teachers. Once teachers become Yayasan LIA staff, more active in-service training through the Open University is planned.

PROGRAM INFORMATION

The centers concentrate on part-time general English language training and English for Academic Purposes courses called Academic and TOEFL Preparation (A.T.P.) courses.

General English Program : levels: 12 levels, four basic, four intermediate and four advanced; PT courses; 60 hour per level, intensive format offered; 4 macroskills; structure-based approach.

Academic and TOEFL Preparation : levels: A = TOEFL 450+, B = TOEFL 375+ and C = TOEFL 335+; covers the 4 macroskills with academic rather than TOEFL techniques focus; PT courses, A for 180 hours over 9 weeks, B for 240 hours over 12 weeks, and C for 360 hours over 18 weeks.

Teacher Training : level: TOEFL 550 equivalent on in-house placement test; 140 hour PT course offered

for 8 hours per week; affiliated centers have FT course option.

ESP : on request; experience in nursing, pharmacy, marketing, finance, hydrology, irrigation.

Class Size and Schedule

The normal class size for General English classes is 20 students, with a maximum of 12 students for Academic English and TOEFL preparation classes. The General English program consists of 12 levels at 60 hours per level. Classes are usually scheduled for two hours, twice a week between 07:00 and 21:00 Monday to Friday, and 07:00 and 11:00 on Saturdays.

For Academic English and TOEFL preparation, classes are scheduled for four hours a day, five days a week, and divided into morning and afternoon shifts.

The schedules for general English language programs are January to mid-April; May to mid-August and September to mid-December. Academic and TOEFL Preparation classes are scheduled differently and special programs can be scheduled at different times.

Curriculum and Materials Development

PPIA's syllabi, curricula and core materials are prepared from a variety of sources by a full-time team of 6 staff, who are located at the head office.

Core Texts

For each of the three General English levels (the basic, the intermediate and the advanced) four Yayasan LIA/PPIA texts are used. A student following all levels would study 12 texts in all. For the Academic TOEFL Preparation (ATP) Course, core texts include; Modern English, the Readers' Choice series and Listening Tests for TOEFL.

Language Testing and Student Placement

At Yayasan LIA/PPIA all students are tested for placement with either the in-house language tests or the Institutional TOEFL test.

For General English courses, evaluation for successful completion of one level and advancement to the next is determined by a promotion tests at every level, teacher assessment, and oral and written tests. For TOEFL and EAP, a TOEFL test is required.

Tailor-made Programs

Lead-in time for tailor-made programs varies depending on the needs of the user; needs for specific materials; length of program and availability of teachers. Yayasan LIA has had experience in designing ESP courses in various fields, which tend to be in the format of a standard general English core text at the appropriate language level plus specific lexicon for the particular work or study related areas.

Country Specific Orientation

Teaching is basically oriented towards US colleges and universities.

Program Fees

Fees depend on the type of programs being offered.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

The number of teaching staff working in the organization at Jakarta branches is approximately 138 full-time and 112 part-time employees. For an example of the staff set-up at the centers, the Pramuka branch has 16 full-time staff (of which 7 are supervisors) and 100 part-time teachers for a student population of more than 9,300 part-timers. All the teachers at Yayasan LIA/PPIA are Indonesians.

Teacher Qualifications

For Indonesian teachers, a bachelor's degree and completion of the PPIA Teacher Training Course consisting of 140 hours of theory and one term (three and half months) of practice teaching are the minimum requirements. English Language proficiency of teachers is very important in their selection.

Volunteer native English speakers involved with the cultural aspects of Yayasan LIA/PPIA are occasionally used as resource persons for the classes.

Contract and Length of Service

A one-year renewable contract is offered to part-time teachers.

ELT Consultant

The USIS English Teaching Officer remains as a consultant to Yayasan LIA/PPIA and occasionally conducts seminars and workshops for the center's teaching staff. Through this linkage, the center has access to worldnet television programs.

Head Teacher/Teacher Ratio: 1 : 14

Administrative Positions

Head Office:

- | | | |
|------------------------|------|---|
| 1 Executive Director | : FT | |
| 2 Deputy Directors | : FT | |
| 3 Department Heads | : FT | |
| 1 Registrar | : FT | |
| 6 Testing team members | : PT | (20 hours test preparation
20 hours supervision) |

PPIA, Jakarta

Each of 3 branches in Jakarta employs:

1 Branch Manager	: FT
2 Assistant Managers	: FT
1 Materials Coordinator	: FT
1 Registrar	: FT
1 Office Manager	: FT

Support Staff : 150 in total for organization

3 librarians	: FT	(one at each branch)
library clerks	: FT	
technicians	: FT	
receptionists	: FT	
secretaries	: FT	
bookkeepers/cashiers	: FT	
support staff	: FT	
office clerks	: FT	
drivers	: FT	
security guards	: FT	

* Note : Numbers not available

FACILITIES AND RESOURCES

Classrooms : 79 throughout the Jakarta network (21 in Pramuka branch)

Average Size : 4m x 6m or 4m x 4m

The classrooms are furnished with whiteboards, teacher's desks and wooden chairs with study arms. All are well-lit, purpose-built rooms with air-conditioning.

Other Facilities

Library	Yes	
Self-access	Yes	(at Pramuka branch)
Language Laboratory	No	
Computer Laboratory	No	
Teachers' Room	Yes	
Student Lounge	No	
Auditorium	Yes	
Student Residence	No	
Cafeteria	Yes	
Technician's Office	Yes	
Prayer Room	Yes	

Library

Yayasan LIA/PPIA has a library at each of its branches. The head office library has 16,000 holdings and each of the branches has 1,000 holdings. The holdings consist of language teaching books, reference

books, social science books, fiction, and philosophy. Subscriptions include language teaching journals and news magazines such as: **Time**, **Newsweek**, **National Geographic**, and **Business News**. The library is open from 08:00 to 20:00 daily and 08:00 to 12:00 on Saturdays. Each library has open stacks and a separate room for the reference section. The head office library has 40 seats and there are 12 seats in the reference section. A separate children's library is also available.

Self-access

Pramuka and Slipi branches have small self-access centers with one computer, six carrels and headphones. This is often used by the **Academic** and **TOEFL Preparation** classes from Monday to Friday during class hours.

Teachers' Room

Senior staff have their own offices but the majority of the teachers share a staff room with individual locker space for keeping their schedules and materials. This arrangement is viewed as necessary due to the large numbers of part-time staff utilizing the facilities at different times.

Equipment (at the Pramuka main branch)

- 2 computers (accessible to students)
- 1 overhead projector (available for classroom use)
- 4 video recorders (Sony Betamax)
- 4 televisions
- 15 tape recorders
- 2 photocopy machines
- 1 slide projector
- 1 film projector
- 1 tape to tape dubbing machine

ADDITIONAL INFORMATION

Yayasan LIA/PPIA was initially a bi-national center (the Lembaga Indonesia-Amerika) established with USIS support. In 1976 it became financially independent from USIS and in 1980 changed its name to Yayasan LIA/PPIA in accordance with regulations of the Department of Foreign Affairs, governing Friendship Associations.

Branches in Jakarta:

Yayasan LIA Cabang Pramuka (East Jakarta)
Jl. Pramuka Kav. 30, Jakarta Timur
Tel: 881-1241, 881-242, 858-0536

PPIA, Jakarta

**Yayasan LIA Cabang Slipi (West Jakarta)
Jl. S. Parman Kav. 65, Jakarta Barat
Tel: 548-3855, 548-3802**

**Yayasan LIA Cabang Haryono (South Jakarta)
Jl. Haryono MT No. 49, Jakarta Selatan
Tel: 799-2060, 799-4681**

SCHOOL FOR INTERNATIONAL TRAINING (SIT)

**Jalan Sunda 3
Menteng, Jakarta 11160**

Tel.: 629-5850, 629-3340

Contact Persons:

**Ir. E. Handojo, President Director
Drs. Andrew Budiyanto, Director of Studies**

GENERAL INFORMATION

Brief Description

The School for International Training (SIT) is a private English language institute which was established in November 1985. It offers general and specific language instruction to both the government and private sectors. Course offerings include: Communicative English, English for Specific Purposes, English for Academic Purposes, test preparation for ALIGU, TOEFL, IELTS, SAT, GMAT, and GRE; and cross-cultural orientation.

In addition, SIT offers Matriculation EHE (English for Higher Education) to students preparing for academic study in Australian universities or colleges. This has been established through a co-operative relationship with the University College of Southern Queensland in Toowoomba, Australia.

Site and Building

The SIT has two campuses. The head office is located at Jalan Sunda in Menteng, Central Jakarta. The building itself was formerly an old Dutch house that has been renovated and modernized to accommodate 12 classrooms, a language laboratory, library and administrative offices. The second campus is located in a five-storey building at Jalan Hayam Wuruk 120 C-D, Jakarta Barat. The rented facilities contains 9 classrooms, a language laboratory, library and offices. Both campuses are within easy access by public transportation.

Branches

The SIT space at Jalan Hayam Wuruk was formerly the head office from 1985 to 1989. However, since the establishment of a permanent building on Jalan Sunda (1988), the head office has moved there, and the space at Jalan Hayam Wuruk has become the branch campus.

Students

SIT currently has 550 part-time students who attend classes

between 4 and 10 hours per week, and 145 full-time students who attend classes between 30 and 36 hours per week. Since its start-up, SIT has served over 3000 part-time students and 950 full-time students.

The students have various educational and professional backgrounds. Besides the general public and private companies, SIT students include junior and senior high school and university students, and employees from government agencies. At present, SIT has 120 undergraduate and graduate students from the Ministry of Technology studying English for 10 months; 48 students from the Department of Health studying scientific and medical English for three months in preparation for future training in Canada; 12 students taking English for Higher Education (EHE) in preparation for academic studies in Australia; and 28 students from the Laboratory Sumber Daya Dan Energi studying scientific English in order to go to the United States for further training. The remaining student population comprises housewives and children, as well as private sector employees who want to improve their English in work-related situations.

Reporting Systems

Reports include program evaluation, coordinator reports, attendance records, and student progress reports. Off-campus teaching staff, turn in a monthly report on suitability of materials, factors affecting student learning, etc. This is in addition to a final report of the course supervisors and monthly progress reports for each student. Public class students who complete a 60-hour segment of SIT's Communicative English program receive an Academic Evaluation Report and a Certificate of Completion.

Future Plans

SIT's future plans include enlarging the Jl. Sunda Campus to 5 storeys and 24 classrooms, and expanding its public class clientele, its library collection and self-access materials.

PROGRAM INFORMATION

Communicative English: levels: 1 to 10; PT 4 to 10 hrs/wk; each level 60 hrs; focus on all four skills.

EAP Predeparture Programs : level: low intermediate plus; includes test preparation (TOEFL, ALIGU, IELTS, SAT, GRE, GMAT etc.); 30 to 36 hrs/wk from 3 months to 14 months depending on group; expository writing, research papers, seminar presentations; geared to Australian-bound EHE, Ministry of Technology, and Department of Health student groups.

Technical English	: level: beginner to upper intermediate; four skill areas covered as well as scientific report writing; length varies according to program and client's needs.
Business English	: levels: elementary to intermediate; four skills; geared to client's needs (e.g., Secretarial English, Banking English).
ESP	: levels: vary; 60 hrs per level; 4 hrs/wk; focus on English for hotel and tourism workers, international telephone operators, housewives, SMA students, children.
TOEFL Preparation	: levels: TOEFL 460 to 499, 500+; 120 hour course over 3 mths; 2 to 4 hrs/day.
GMAT, GRE, SAT, ALIGU and IELTS	: level: varies; 120 hour course for general public.
English for Children	: levels: 1-13; ages 7-12; 1.5 hrs twice a week.

Class Size and Schedule

The average class size is 10 with a maximum of 15 for most courses. EAP pre-departure classes are offered between 08:00 to 15:00 or 16:30 throughout the week and from 08:00 to 12:30 on Saturdays. Communication classes are offered at various times between 08:00 and 21:00 Monday to Friday. Children's classes are usually held from 15:00 to 16:30 during the week. ESP course times vary and depend on the client's schedule.

As for starting dates, classes for the general public start in February, May, August, and November. EHE classes start in June; Ministry of Technology classes start in September for graduates and October for undergraduates. Tailor-made courses start upon request.

Curriculum and Materials Development

The curricula have been compiled, developed, and revised by a team of experienced materials developers (3 full-time and 8 part-time). The curricula prepared to date include syllabi, supplementary and self-access materials for test preparation (TOEFL, SAT, GRE, GMAT, IELTS, ALIGU), as well as Communicative English and EAP courses. The curricula for the English for Specific Purposes courses differ for every program and are designed to meet the specific needs of the clients.

Core Texts

Some core texts used for General English are: *American Streamline*, *In Touch*, and *Lifestyles*. For Business English, titles include: *We Mean Business*, *International Business English*, and

Business Report Writing. For EAP courses, *Academic Challenges in Reading*, *Kaleidoscope*, *Writing up Research*, and *Study Skills* are used.

Testing and Student Placement

Apart from standardized tests such as TOEFL, SAT, GRE, GMAT, IELTS and ALIGU, SIT develops its own tests for student placement and for mid-term and final testing.

Completion of one level and advancement to the next depends on the results of in-house tests, classroom performance and teacher assessment for Communicative English classes. In EAP Pre-departure programs, students move from one segment of the ten-month program to the next according to the annual schedule which takes into account the international test dates and overseas admission requirements.

Tailor-made Programs

Programs can be designed to meet the specific needs of the client. Two months' notice is required to prepare the curriculum and study materials. To date, special programs have been prepared for client groups in agriculture, banking, and technical fields.

Country Specific Orientation

SIT has country specific orientation programs for students bound for the United States, the United Kingdom, Canada, and Australia. The SIT Resource Center also has cross-cultural materials on specific countries in the form of books, magazines, audio, and video cassettes. In addition, faculty from these countries are assigned to work with the groups during their language training period.

Program Fees

Program fees are based upon program hours and type of program.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

There are 36 full-time and 12 part-time teaching staff at SIT.

Nationalities :	Indonesian	: 24
	American	: 9
	British	: 5
	Australian	: 4
	Canadian	: 3
	Indian	: 1
	French	: 1
	Austrian	: 1

Teacher Qualifications

The minimum qualification for Indonesian teaching staff is a Sarjana (S1) degree with a major in Teaching English as a Second Language or in English Literature from a recognized teacher training college (IKIP) or university. For native English speakers, the minimum is a bachelor's degree. Preference is given to those with a TESL certificate or diploma, or those with an M.A. in TESL and two or more years of relevant EFL experience. The Program Director has a M.B.A. Five other staff hold masters' degrees in Education, English, or TESL.

Teaching Experience

The expatriate teachers have an average of 3.5 years of experience and the Indonesian staff have 4.5 years of experience on the average.

Contract and Length of Service

Full-time and some part-time teachers have a one-year renewable contracts. The average length of service is two years.

Senior Teacher/Teacher Ratio : 1 : 5

Administrative Positions

1 President Director	FT	
1 Director of Studies	FT	
1 Assistant Director of Studies	FT	
1 Program Director	FT	
3 Marketing Manager	FT	
8 Materials Developers	PT	also teach
6 Coordinators	FT	also teach
6 Materials Developers	FT	also teach
2 Office Managers	FT	
1 Administrative Assistant	FT	to the Program Director

Support Staff

6 receptionists/registrars	FT
3 secretaries	FT
1 bookkeeper/cashier	FT
2 library clerks	FT
2 lab technicians	FT
3 security guards	FT
6 support staff	FT
1 finance manager	FT
1 assistant finance manager	FT
5 drivers	FT

FACILITIES AND RESOURCES

Classrooms : 12 at Sunda Campus, 9 at Jalan Hayam Wuruk
Average Size : 4m x 4m

All classrooms are air-conditioned and have between 12 to 15 student arm chairs, a teacher's desk, whiteboard, tape-recorder, and pictures from English-speaking countries.

Other Facilities at Both Campuses

Library	Yes	
Self-access	Yes	in library/laboratory areas
Language Laboratory	Yes	
Computer Laboratory	Yes	at Sunda campus only
Meeting Room	Yes	multi-purpose for 50-75 students
Teachers' Offices	Yes	
Student Lounge	No	
Teachers' Lounge	No	
Administrative Offices	Yes	
Technician's Office	Yes	
Canteen	Yes	at Sunda campus only
Student Residence	No	

Library/Self-access

The library at Hayam Wuruk campus has a reading room with 15 seats, a stacks room, and a TV/video viewing room with 20 seats. The holdings consists of about 2000 books, 300 university catalogues and several dictionaries. A selection of magazines and newspapers are available in the library which is open from 08:00 to 19:00 Monday through Friday, and until 12:30 on Saturdays.

The library at Sunda campus has a reading room with 12 seats and a stacks room. Holdings consists of over 600 books, 250 university catalogues, several dictionaries and a variety of magazines and newspapers. The library is open from 08:00 to 19:00. Magazines available are: *Time*, *The Jakarta Post*, *Indonesia Times*, *Kompas*, *Forum*, *Dialogue*, *Readers Digest*, *National Geographic* and *Hello*.

Limited self-access materials for listening, reading and writing skills can be found here and in the language laboratory at both campuses.

Project students also join the American Cultural Center, British Council, or Australian Cultural Center libraries depending on their country of destination and use those libraries for research projects.

The Program Department has a separate library with about 1700 ELT holdings, which include 90 audio cassettes and 40 video cassettes. These are mainly used for materials development and teacher reference.

Language Laboratory

The language laboratories at Jalan Sunda and at Hayam Wuruk campus have 16 booths each. Each laboratory has about 140 audio cassettes which students can use for self-study purposes.

Offices

Each campus has a large room which teachers share as an office. In addition, there are three administration offices at the central

campus and two at the branch. Other offices are for the senior administrative staff; e.g., program director, director of studies, coordinators, marketing manager, etc.

Equipment

- 7 IBM compatible computers and printers
- 1 overhead projector
- 1 slide projector
- 1 portable sound system
- 5 video recorders (Beta PAL/VHS)
- 25 tape recorders and loudspeakers
- 1 video camera
- 2 photocopy machines
- 4 typewriters

ADDITIONAL INFORMATION

Staff Development

As part of the staff development, new teachers are given an orientation by the Assistant Director of Studies. Bi-monthly workshops, both formal and informal, are held on Saturdays as part of the regular training program. SIT also offers programs open to the Jakarta English teaching community such as TOEFL workshops and in-service teacher training for high school teachers in Jakarta.

Newsletter

SIT publishes a quarterly magazine, *The Voice of SIT*, with articles of interest to the school community.

Clients

Below is a list of some of the government and non-government agencies which SIT has served: The Agency for the Assessment and Application of Technology (BPPT), The National Atomic Energy Agency (BATAM), The Central Bureau of Statistics (BPS), The National Institute of Aeronautics and Space (LAPAN), The Indonesian Institute of Science (LIPI), The National Coordinating Agency for Survey and Mapping (BAKOSURTANAL), The Indonesia Shipbuilding Industry (PT PAL), The Indonesian Telecommunications Industry (PT INTI), The Indonesian Railway, Industry (PT INKA), Department of Agriculture (DEPTAN), Department of Finance (DEPKEU), Department of Home Affairs (DEPDAGRI), The Indonesian Explosives Industry (PERUM DAHANA), Garuda Indonesia, Bank Bali, Bank Pembangunan Daerah, and Akademi Pariwisata of Trisakti University.

SAMPOERNA EXECUTIVE RESOURCES CENTER (SERC)

**Sampoerna Plaza, 3rd Floor
Jalan H.R. Rasuna Said Kav. X-7, No. 6
Kuningan
Jakarta Selatan 12940**

**Tel: 850-6781, 850-6783, 850-8029 to 32
Fax: 850-6784**

**Contact Persons:
Mrs. Judi Pontoh, General Manager
Peter Curtin, Academic Manager**

GENERAL INFORMATION

Brief Description

The Sampoerna Executive Resources Center (SERC) was established in October 1990 to provide a range of services and training programs for the business and professional community in Indonesia. Viewed as an important part of the preparation of Indonesian executives for the international arena, the center offers General English, English for Training Abroad (ETA), English for Academic Purposes (EAP) and English for Special Purposes (ESP). Other services offered by SERC include: computer training, human resources development programs, translation, publication services, seminars and exhibitions. SERC is managed by a Managing Director who reports directly to the Sampoerna corporate body headed by Mr. Putera Sampoerna.

Site and Building

SERC is situated in Kuningan, South Jakarta within easy access of public transportation. Bus routes 101, 407, 66 and 11 stop outside the building. The center occupies one floor of a twelve-storey, fully air-conditioned office building with ample parking space. The location is rented.

Students

Since start-up in October 1990, 32 part-time and 16 full-time students have completed language studies at SERC. Currently, there are 117 part-time students comprising: private company sponsored employees (approximately 40%); sponsored employees of semi-privatized national organizations (30%); and the general public (30%), most of whom tend to be office workers with some junior and senior high school students (SMP and SMA).

Reporting Systems

Depending on clients' demands, SERC reports consist of program evaluations, program reports, attendance records and data on student progress. All these areas are computerized.

For the General English courses, certificates are given on successful completion of a level. There are no formal final tests given in the course but student progress is judged by student and teacher against an achievable language profile. Course objectives are realized as the successful completion of language tasks by the student.

Future Plans

In the short-term, SERC plans to consolidate their position as a provider of ESP in Jakarta. As the center is very newly established, they wish to expand programs for companies on contract and courses for the general public. In the long term, there is a plan to open a branch in Surabaya.

PROGRAM INFORMATION

Mostly part-time (PT) courses are offered at SERC but full-time (FT) courses can be arranged on demand in the following areas:

- | | |
|-------------------------|--|
| General English | : levels: 6 levels, pre-elementary to post-intermediate; PT, 40 hours per level; four macroskills emphasizing general communication skills; writing is restricted to developing accuracy at sentence and paragraph levels. |
| EAP/ETA | : level: 5+; PT, 4 hrs/wk for 10 or 15 weeks; FT on demand only; includes computer access for academic writing, placement counseling; TOEFL, IELTS, and GRE/GMAT preparation as required. |
| ESP/EOP | : levels: elementary to advanced; needs-based orientation; general English base with specific lexicon; PT or FT on demand; experience in harbor management, and insurance. |
| Business English | : levels: elementary to advanced; PT, 40 hours per course; separate courses offered emphasizing the skills of office communication, meetings and negotiations, oral presentations and business writing at two levels. |

- TOEFL Preparation** : levels: TOEFL 430+ and 480+; PT for 90 hrs; separate courses on request or as part of ETA/EAP.
- English for Social Situations** : level: elementary; communication skills; PT, 2 hours twice a week.
- Bahasa Indonesia** : level: elementary to intermediate; 4 hrs/wk; general courses on demand for foreigners studying or working in Indonesia.

Class Size and Schedule

Classes are generally divided into 10 with a maximum of 18 students. Part-time classes are offered twice a week; Monday/Wednesday or Tuesday/Thursday. General English classes are usually scheduled between 10:00 and 19:30 and Business English between 17:30 and 19:30.

The General English program for 1991 consists of five terms of ten weeks with placement testing in January, March, June, September and November. TOEFL courses are scheduled to begin in January, March, May, July, September and November.

Curriculum and Materials Development

In the establishment of the language center, a large percentage of staff time is currently being spent on materials and syllabus development. An artist is employed full-time and groups of teachers work on materials for particular programs with the Academic and Program Managers. Specific materials have been developed to teach the four skills of the Business English course. Materials for the General English courses are compiled from different published ELT books.

Core Texts

Sample of core texts used for the General English Program include: Collins Cobuild Series, Headway, and Listen for It. For ESP Programs, four of the texts are: Interface English for Technical Communication, Company to Company, International Business English, and At the Office; and for ETA/EAP Programs: Panorama, Developing Reading Skills, Study Writing, Critical Thinking Critical Choices, and Advanced English Vocabulary.

Language Testing and Student Placement

The in-house placement test is a 60-discrete item multiple choice test with a taped listening section. Students are usually placed on the basis of the results of this test and an oral interview.

Evaluation for successful completion of a General English course level is based on the student's demonstration of his/her ability to reach program objectives as calibrated to a profile, along with class-based assessment. Summative and formative tests can be administered for

courses on client's demand.

The Indonesia Australia Language Foundation is the closest Institutional TOEFL center to SERC and the authorized center for the IELTS in Indonesia. Bureau of Logistics, Department of Cooperatives (BULOG/KOPERASI) in the Widjojo Center on Jalan Sudirman is the nearest International TOEFL center.

Tailor-made Programs

One month's notice is desirable for tailor-made programs.

Country Specific Orientation

SERC has experience in preparing participants for study in Australia, the USA and the United Kingdom. It has a special room for students to browse through university catalogues. A full-time placement counselor is available to assist them.

Country specific materials available from Australia and the USA are **Hello Australia: Video Series** and the **American Foreign Student Handbook**.

Program Fees

Program fees are fixed for individuals in the General English program. Other program fees vary and are negotiable.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

SERC has 8 full-time and 2 part-time staff members for the Language Teaching division and 6 full-time staff for the computer division.

Nationalities :	Indonesian	: 10
	Australian	: 2
	American	: 2
	British	: 2

Teacher Qualifications

A bachelor's degree and recognized ESL/EFL qualification are preferred. Three members of staff hold master's degrees in TEFL. All computer teachers hold qualifications from overseas training institutions.

Teaching Experience

Average teaching experience of the full-time staff is three years. Part-time staff have between one to three year's experience.

Contract and Length of Service

Four of the full-time staff members are permanent. Others have a contract of 1 to 2 years. The average length of service with SERC is 12 months.

Head Teacher/Teacher Ratio : 1 : 4

Administrative Positions

1	General Manager	:	FT
1	Academic Manager	:	FT
2	Program Coordinators	:	FT
1	Student Services Coordinator	:	FT
1	Office Manager	:	FT
1	Student Advisor	:	FT

Support Staff

1	librarian	:	FT
2	library clerks	:	FT
2	technicians	:	FT
3	receptionists	:	FT
3	secretaries	:	FT
1	bookkeeper/cashier	:	FT
2	office clerks	:	FT
2	drivers	:	FT
3	security guards	:	FT

FACILITIES AND RESOURCES

Classrooms : 6 classrooms and two tutorial rooms

Average size : 6m x 12m

Five classrooms have seating for 18 and the other for 16. Each is furnished with a teacher's desk and student desk-top chairs or tables, video recorder, television, cassette tape recorder, overhead projector, portable screen, and a whiteboard. Four of these rooms do not have windows. In addition, there are 2 small rooms equipped with a table, four chairs, small whiteboard and audio/video equipment on a movable stand. These rooms are used for tutorials or with mini-groups.

Other Facilities

Library	Yes	
Self-access Center	No	to be completed in June 1991
Language Laboratory	Yes	
Computer Laboratory	Yes	
Auditorium	Yes	
Teachers' Room	Yes	
Student Lounge	Yes	
Student Residence	No	
Cafeteria	Yes	
Conference Room	Yes	

Student seating facilities are also available in the hall areas near the classrooms.

Library

The library is open Monday to Friday from 08:30 to 17:00. It is located at the entrance to SERC on the third floor of the Sampoerna Plaza. Currently, the holdings consist of 1300 titles, covering the areas of economics, trade, finance, and management; 443 of the holdings are ELT. The library subscribes to magazines of general interest, such as *Time*, *Newsweek* and *Tempo* as well as journals related to business, finance, trade and management. All materials can be borrowed by enrolled students.

Located in the library, there is also a computer, television, video equipment, and four listening stations.

The self-access collection is currently located in the library. The collection is small and consists mainly of worksheets associated with reading and listening materials, as well as computer-assisted language learning (CALL) software. Students can take home copies of the masters for independent study. SERC employs a part-time facilitator to assist students.

A new space (6m x 10m) has already been identified next to the library to expand the self-access center and should be completed in June 1991.

Language Laboratory

SERC has a 16-seat language laboratory, which is open from 08:30 to 18:00 daily. The laboratory is equipped with a new (1990) Tandberg system IS-10 with master console.

The laboratory is arranged as two rows of stations following the semi-circular formation of the room. No booths restrict the student-teacher view for class teaching. There is a video screen in the room, which is hooked up to a video camera text projection unit on which the teacher can show class texts, photographs, etc.

Computer Laboratory

The other side of the partitioned wall with the language laboratory is the computer room set up in the same semi-circular formation. Fourteen computer stations (all IBM Model 55/SX) and two printers (one a dot matrix and one a laser printer) are available. The computers can all be controlled from the teacher's computer. There is also a computer projection unit at the teacher's desk for class study purposes.

Staff Rooms/Teachers' Offices

SERC language teachers share two partitioned, open areas for office space. Computer teachers share a third area nearby. The Managing Director has her own office.

Two large areas are available as student lounges, each with 20 chairs.

Equipment

- 6 video recorders
- 6 TV/video monitors
- 10 tape recorders
- 3 overhead projectors
- 1 video camera (SONY)
- 1 slide projectors
- 1 film projectors
- 2 photocopiers
- 1 fast dubbing machine

ADDITIONAL INFORMATION

Recording Facilities

SERC has a recording studio, equipped with three microphones a Tascam MIDI Studio 688 recording panel, and editing facilities. A technician is available. Better sound proofing is planned for the studio.

Clients

SERC has provided tailor-made programs for Perum Pelabuhan II (harbor facilities company) and Kelompok Perusahaan Sampoerna (the Sampoerna group of companies).

THE BRITISH INSTITUTE (TBI)

**Setiabudi Building 2
Jalan H.R. Rasuna Said
Kuningan
Jakarta 12920**

Tel: 512044, 516750

Contact Person: Mr. Ken Trolland, Director of Training

GENERAL INFORMATION

Brief Description

The British Institute (TBI) is an Indonesian foundation affiliated with the Bell Educational Trust in England. It is also an authorized center for the University of Cambridge Local Examinations Syndicate (UCLES). Founded in Bandung, it has been in existence since 1984. The present head office is in Jakarta, where the school has been in existence since 1988. TBI provides a variety of English language courses and specializes in general, academic and business English.

Site and Building

The British Institute in Jakarta is located within the recently renovated Setiabudi II office block in the business district of Kuningan. It occupies 200 meters on one floor of the building, consisting of seven classrooms and one student resource center (SRC) all of which are air-conditioned. The building has ample parking space and is within easy access of public transportation.

Branches

The British Institute has a branch in Bandung.

Students

The institute in Jakarta currently has 400 part-time students and 50 full-time students. Since opening in 1988, a total of 4000 part-time students and 250 full-time students have studied at TBI. The students are sponsored government or private sector employees as well as members of the general public.

Reporting

Reports include student records, testing and attendance. Programs and instructors are evaluated internally by the Principal Instructor and the Director of Training and externally by representatives of the Bell Education Trust who visit Indonesia a minimum of four times annually.

Future Plans

The British Institute plans to improve the standards of performance in its existing schools in Jakarta and Bandung. Further expansion in terms of new buildings, locations or programs will only occur to meet market needs.

PROGRAM INFORMATION

TBI categorizes its courses into two areas: firstly, "for the general public" and secondly, "for government and industry".

The first category takes individuals into on-going courses organized at the center, while the second is organized on request for groups and can take place either in the center or at the workplace. Such off-site consultancy training in occupational or academic purposes courses and have been offered in Java, Sumatra and Kalimantan to date.

The variety of full time (FT) and part time (PT) courses offered by TBI include:

For the General Public

General English : levels: beginners to advanced in ten stages; four macroskills emphasizing oral skills; PT courses run 2 x 1.5 hours per week for 12 hours per cycle; 12 monthly cycles start per year; beginner to intermediate (levels 1-8) run for 60 hours per level; upper-intermediate to advanced (levels 9-10) run for 100 hours per level.

Intensive General English : levels: beginner to advanced intensive form of General English courses; PT course; duration 15 hrs/week; monthly entry available throughout the year; small class size.

Pre-departure Training : levels: beginner to intermediate; and exit at end of any of levels 1 to 7; optional EAP module to the Intensive General English course; consisting of: writing, listening and note-taking, reading, self-directed learning, research and reference skills; FT course 34.75 hours per week attendance plus 4 hours per week assignments.

TOEFL Preparation : level: TBI level 4 (TOEFL 400+); required; course based on specimen examination material; 20 hours instruction (3 hrs/week) covering examination content and strategy

plus 20 hours of homework required; offered 6 weeks prior to each TOEFL date.

FCE and CPE Preparation : level: TBI level 4 required; courses run before examinations twice yearly; course emphasizes test content and strategies; 20 hours of instruction (3 hrs/week) plus 20 hours of homework.

English for Children/Teenagers : levels: TBI levels 1 to 4; PT courses; 90 hours per level; 2 hours per week; four macro skills; specifically oriented PT general English course for 7-11 and 12-16 year olds.

For Government and Industry

EOP/Technical English/English for Business : levels beginner to advanced in ten stages; four macro skills; priority define priority defined by client; wide range of special areas and skills from public speaking for senior management to English for banking; course length and hours per week defined by client but usually 60 -100 hours.

Class Size and Schedule

For all classes at the center, the maximum number of participants per class is 16 with an average class size of 12. The maximum for the Intensive English class is 16 with an average of 10. Pre-departure and test preparation classes average 9 with a maximum of 16 students.

The school operates on an 11.5 x 4 week cycle for 46 weeks in the year. Cycles generally begin monthly. There are no General English courses for six weeks in the year. Only for one week in the month of Ramadhan is the school closed. The school will remain open if necessary for clients.

Classes are usually sectioned by English language level, but could also be sectioned by interest if required. English for Academic Purposes and Pre-departure English are 25 and 29.5 hours per week respectively.

Curriculum and Materials

The majority (90%) of the materials used at TBI are British, but there is no policy that only British materials should be used. General English resource materials are produced as an integral part of the work of the teachers with an average of 8 hours per week being spent per teacher on materials development. The Principal Instructor, Director of Training and Assistant Director of Studies is responsible for materials development and these senior staff work as a curriculum development team to meet specific requirements.

Core Texts

General English courses are based on the Cambridge English Course, with Streamline English, Meanings into Words, Headway and Options some of the other popular texts used. For the EAP courses, Critical Thinking Critical Choices, Panorama, Developing Reference Skills and Reading Academic Discourse make up the core texts. Building Skills for TOEFL is used for the TOEFL preparation courses. For the Business English courses, the texts We Mean Business or We're in Business are used.

Language Testing and Student Placement

The language center conducts its own written placement test or uses the Nelson Placement Test of which there are 4 versions. 150 people can be accommodated at one sitting and there is a 3 day turn around. After the written test an oral interview is given.

TBI will estimate TOEFL, FCE or CPE scores before registering participants for the examination preparation courses.

To advance from one level to another in the General English courses, a relatively informal Cycle Test is conducted every 12 hours. A Level Test is given at the end of each level, after 60 hours for beginner to intermediate and 100 hours for post intermediate to advanced; the level test consists of grammar text, listening text and writing test. These test together with a teacher's assessment of course work produces a profile of each student's progress.

TOEFL, IELTS or custom-written tests can be conducted for group clients on demand. IIE, Lippo Center is the nearest Institutional TOEFL center and the University of Atma Jaya is the nearest International TOEFL center. TBI is an authorized center for the University of Cambridge Local Examinations Syndicate.

Tailor-made Programs

At least two weeks' notice is required to produce a tailor-made program and preferably a month's lead-in time is needed. TBI has had much experience in producing such programs for different clients; particularly in the areas of building construction, tourism, telecommunications, oil and gas production, pre-departure academic preparation and business.

Drawing on the present staff experience such programs could be also be set up in the areas of subject specific EAP, including ecology, environmental studies, philosophy and technical manual writing.

Specific EAP courses can be designed on client demand; IELTS, GRE and GMAT preparation can be included.

Country Specific Orientation

The institute has experience in preparing students to go to the USA, Canada, Australia, New Zealand and Britain. Materials and expertise can be requested from relevant libraries, educational advising centers and embassies in Jakarta.

Program Fees

School program fees are based on the schools total hourly cost, including depreciation. Consultancy programs are calculated on a man-month basis, plus school overhead.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

The British Institute employs ten full-time staff members.

Nationalities :	British	:	9
	Australian	:	1

Teacher Qualifications

Native English speakers require a degree or teaching certificate plus the RSA Preparatory Certificate in EFL for the General English programs. For the English for Academic Purposes programs, a B.A. or B.Sc. and M.A. in Applied Linguistics or RSA Diploma in TEFL is required.

In addition to the school staff, the consultancy section of TBI has 5 British and 1 American staff member based in the field.

Teaching Experience

The staff have teaching experience in various countries, including: Iran, Finland, Kuwait, Saudi Arabia, England, Egypt and Australia.

Contract and Length of Service

There are 7 permanent members of staff. Non-permanent instructors have twelve or eighteen-month contracts. The average length of service at The British Institute in Jakarta is between two and three years.

ELT Consultant

TBI is affiliated with The Bell Educational Trust, Cambridge, England, which assists the institute with teacher recruitment, teaching materials and professional advice. A minimum of four monitoring visits per year is made by staff of the Bell Educational Trust.

Administrative Positions

1	Principal Instructor	:	FT	
1	Director of Training/ Student Counselor	:	PT	
1	Assistant Director of Studies	:	PT	
2	Program Coordinators	:	PT	also teach

Support Staff

1	office supervisor	:	FT
4	receptionists	:	PT

FACILITIES AND RESOURCES

Classrooms	:	7
Average Size	:	accommodates 15 to 18 students

Each classroom is air-conditioned and furnished with fold-up student desk chairs. There is a cassette player, overhead projector and whiteboard in each classroom.

Other Facilities

Language Laboratory	Yes*
Library	Yes*
Self-access	Yes*
Computer Laboratory	Yes*
Student Lounge	No
Auditorium	No
Teachers' Room	Yes
Cafeteria	No
Student Residence	No

- * situated in one room called the Student Resource Center (SCR).
The library holdings are small.

Student Resource Center

The Student Resource Center houses the library, self-access, listening and computer facilities for TBI. The library area is open from 08:00 to 21:00 from Monday to Thursday and until 17:00 on Friday. The library's subscriptions consist of several magazines: *Guardian Weekly*, *Newsweek*, *National Geographic*, *EFL Gazette*, and *Practical English Teaching*. The library holdings include dictionaries, English language reference books, fiction, self-access materials and various articles.

The British Institute's self-access center is designed for independent use and study. The reception staff are trained to facilitate trainees in accessing and using the self-access materials. One classroom is made available during the day 08:00 to 16:00 as a self-study video room, where one video recorder and monitor can be used by a group.

There are seven listening /speaking booths in the Student Resource Center, equipped with Tandberg TLS 12 equipment from 1985.

Nine IBM compatible computers are also available for student usage with CALL software available; including *Storyboard*, *Rhubarb*, *Sequitur*, *Goon*, *Fast Food*, *Missing Links*, *Word Wizard*, *Wordstar 5.5*, *Lotus 123*, and *dBase III+*.

Staff Room/Common Room

Each instructor has a work station in the staff room beyond the reception area. Outside catering can be arranged for lunch.

Equipment

- 7 overhead projectors
- 1 video recorder (Pal Betamax)
- 1 television
- 7 tape recorders (tape-to-tape dubbing)
- 1 slide projector
- 1 video camera (Sony)
- 2 photocopy machines

ADDITIONAL INFORMATION

The British Institute was registered in Indonesia as an Educational Foundation on February 18, 1984 and initially consisted of the school in Bandung and the consultancy division. The school in Jakarta opened on September 1, 1988. The British Institute can respond to requests for courses of different lengths and intensity and is willing to recruit for specific courses and programs. There is flexibility in designing and implementing programs to meet the client's requirements. They have had over five years' experience in placing and supporting English Language Training consultants in companies throughout Indonesia. This has frequently involved establishing and running training facilities in remote locations.

Clients

TBI has provided language training for numerous Indonesian ministries, private companies and donor agencies. Clients have included: Overseas Training Office, United Nations, USAID, World Bank, Asia Development Bank, UNDP, ODA, CIDA, Mobil Oil, HUFFCO (oil) Atlantic Richfield (oil), PT Arun (oil/gas), Environmental Management in Indonesia, PT Indosat (telecommunications), and Unilever.

**PUSAT PELAYANAN BAHASA
(LANGUAGE SERVICE UNIT)
UNIVERSITY OF INDONESIA**

**Jalan Salemba Raya 4
Jakarta 10310**

Tel: (021) 330-335

**Contact Persons:
Nasti Reksodiputro, M.A., Head
Grace Wiradisatra, S.S., Deputy Head**

GENERAL INFORMATION

Brief Description

Pusat Pelayanan Bahasa (The Language Service Unit) of the University of Indonesia (UI) was set up in October 1987 with an objective of catering to the foreign language needs of the university personnel and the general public. At present, its activities are limited to the teaching of English, for which the unit offers General English, English for Academic Purposes, TOEFL Preparation, Business English, English for Social Communication and other English courses on demand by clients. Most of the courses are run on campus; in-company or off-campus courses can be arranged, depending on the client's request.

The Pusat Pelayanan Bahasa is managed by a head with the assistance of three coordinators. The head reports to the Assistant Dean II of the Faculty of Letters. In the future, when the unit becomes a full-fledged, fund-generating unit of the University, the status of the unit will change and its Head will report directly to the Vice-Rector I or the Rector.

Site and Building

The Pusat Pelayanan Bahasa is now situated on the oldest campus of the University of Indonesia, in Central Jakarta, and is easily accessible by public transportation. Prior to 31 March 1991, the language center was situated on the Rawamangun, East Jakarta, campus. The center now occupies the third and fourth floors of a fifteen-year-old, four-storey building which houses six air-conditioned classrooms, three language laboratories, a spacious library, and administrative offices.

Students

In the three and a half years of the existence of the language center, 138 part-time and 247 full-time students have been enrolled. The part-time students are mainly university teaching staff and

students as well as government employees. The full-time students, currently 50, are all participants of the OTO-BAPPENAS pre-departure English language training program (EAP I).

Reporting Systems

Reports include attendance records, teacher log books, student progress reports, certificates, course reports and course evaluation by both staff and students. Except for the teacher log books, all reports are computerized.

Future Plans

The unit's short-term plans include the expansion of self-access materials and facilities; the offering of regular General English classes to the general public; the mounting of in-house English teacher training programs for the unit's staff in particular, and for university language teachers in general; and the sending of potential staff members for overseas training, possibly in collaboration with the British Council.

Long-term plans include: the offering of courses in Japanese, Dutch, French, German, Arabic, Chinese and Russian; the setting up of a language testing and translation unit (Indonesian-foreign language and vice versa); and the development of materials.

PROGRAM INFORMATION

Part-time (PT) and full-time (FT) courses are currently offered by the Pusat Pelayanan Bahasa. These are:

- | | |
|--|--|
| General English | : levels: eight, beginner to pre-advanced; four macroskills; FT for OTO-BAPPENAS participants, 12 wks for 30 hrs per week; and PT for other participants, 4 hrs/wk for 10 weeks. |
| Conversation Course | : levels: five stages, beginner to lower intermediate; course links with General English course: PT, 4 hrs/wk for 10 weeks. |
| EAP | : level: intermediate; four macroskills and academic skills; FT for OTO-BAPPENAS participants, 12 weeks for 30 hrs/wk; PT for university junior staff, 6 hrs/wk for 16 weeks. |
| English for Formal Social Communication | : levels: intermediate to advanced; listening and speaking skills for meeting and seminars; PT, 4 hrs/wk for 10 weeks. |

- Academic Reading** : levels: variable; for S2 students and university lecturers; PT.
- TOEFL Preparation** : level: intermediate; four macroskills and test strategies; PT or FT (available on request)

Class Size and Schedule

The average class size for BELT and EAP I classes (OTO-BAPPENAS) is 16 with a maximum of 18; for other classes it is 15 with a maximum of 20. All classes are held between 08:00 and 15:00. The OTO/Bappenas classes are held 5 times a week, General English classes for the public are twice a week, and English for Social Communication classes are three times a week. OTO language training courses start in October and January, respectively. Other courses start on request.

Curriculum and Materials Development

Syllabi for all courses are prepared by the Pusat Pelayanan Bahasa. Materials development is done in the form of compiling and adapting materials drawn from various sources. Two teachers are in charge of this area and spend, on the average, five hours per week on it.

Core Texts

The Pusat Pelayanan Bahasa uses many texts, some of which are: Cambridge English Course 2, Start with Hello, Listening Links, Person to Person, Think Twice, Between the Lines, Ready to Write, and Grammar in Action. Video materials used are: The Lost Secret, Mystery Tour, Adlang and Newsbrief.

Language Testing and Student Placement

Students are placed by means of one of, or a combination of, the following: Institutional TOEFL, oral interview, the unit's own internal placement test, and the Nelson Quicktest. For promotion, these tests are also used. For exit purposes, Institutional TOEFL or course book tests are used.

The unit is entrusted to administer Institutional TOEFL. For International TOEFL, however, the nearest center is PPIA, Jakarta on Jalan Pramuka.

Tailor-made Programs

The Pusat Pelayanan Bahasa has experience in designing tailor-made programs. Clients have included various university and government institutions. Lead-in time is two months. The unit's areas of expertise are: EAP, English Teacher Training and English for Social Communication.

Country Specific Orientation

Orientation materials and resources available are mainly from the United Kingdom, the USA and Australia. They include video and audio tapes.

Program Fees

Program fees are based on operating costs and a profit margin.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

The number of teaching staff is: 7 full-time and 10 part-time.

Nationalities:	Indonesian	: 17
	British	: 1
	Canadian	: 1

Teacher Qualifications

For Indonesian teachers, the requirement is a Sarjana (S1) degree in English or English teaching. Otherwise, a person must have wide experience in teaching English in order to become a teacher at the center. Of the 15 Indonesian teachers currently on staff, 7 have certificates or diploma in TEFL/TESL; 2 hold master's degrees in TEFL; and 1 holds a Ph.D. degree in Linguistics.

The minimum requirement for an English native speaker teacher is a B.A. degree with sufficient teaching experience. At present, one of the two expatriate teachers has a Post Graduate Certificate of Education (PGCE) in TEFL.

Experience

Teachers have between 2 and 17 years of experience teaching English at the university level in Indonesia. Other country experience of the current staff includes Greece, Nigeria, Spain and New Zealand.

Contract and Length of Service

There is no contract between the Pusat Pelayanan Bahasa and the non-permanent teachers. They are hired on a course-by-course basis. The average length of service of the staff is 3 years.

Head Teacher/Teacher Ratio

1 coordinator : 5 teachers

Administrative Staff

1 Head (Director)	:	FT	doubles as Office Manager
1 Deputy Head	:	PT	
3 Course Coordinators	:	PT	double as teachers

Support Staff

1 librarian	:	PT	
1 library/office clerk	:	FT	
1 technician	:	FT	
1 secretary	:	FT	doubles as bookkeeper
1 cashier	:	PT	
3 support staff	:	FT	
1 marketing staff	:	PT	
2 security guards	:	FT	

ELT Consultant

The British Council's ELT Program Unit provides the services of one Teacher/Specialist with light teaching duties up to 10 hours per week. Her responsibilities include: the development of course materials, the setting up of managerial and administrative systems, the running of teacher training courses for newly graduated staff, as well as seminars for the on-going professional development of the regular teachers.

FACILITIES AND RESOURCES

Classrooms : 6
Average Size : 4m x 6m

The classrooms are bright and air-conditioned. Each contains a whiteboard, a tape recorder, a teacher's desk and student lecture chairs.

Other Facilities

Language Laboratory	Yes	situated in two locales
Library	Yes	
Self-access Center	Yes	in the library
Computer Laboratory	No	
Teachers' Room	Yes	shared by all teachers
Student Lounge	No	
Student Residence	No	
Auditorium	No	
Cafeteria	Yes	access to campus
Conference room	Yes	use one in Faculty of Dentistry

Library

The library is located in a spacious, well-lit, air-conditioned room on the third floor. It is open from 09:00 to 15:00 Monday to Friday, and 09:00 to 12:00 Saturdays. It is a general cum ELT library with a total holding of 1520 titles, of which 705 are related to ELT. These holdings cover fiction and non-fiction, simplified readers, teacher reference books, course books, magazines and newspapers. The library subscribes to *English Teaching Forum*, *BBC English*,

Practical English, The Jakarta Post and Straits Times; all are compliments of the British Council. The library also has 20 titles of video cassettes in English and 200 ELT audio cassettes. Students can check out books and audio cassettes.

Self-Directed Learning

The self-directed learning area is located in one corner of the library and can accommodate up to 20 students. There are 20 tape recorders, 2 videos, and 3 computers available for independent study. Self-directed learning materials include: books, magazines, audio and videotapes, computer-assisted language learning materials and language games. Students can take materials home for independent study. Special class sets are also available. Hours of operation are the same as those of the library.

Computer Area

The Pusat Pelayanan Bahasa has no computer laboratory at present. However, a computer area is available, equipped with 3 computers and 1 printer. In addition, there is 1 computer and 1 printer for office use. Some computer time is available for self-access purposes. The software available includes such programs as Story Board and Choice Master.

Language Laboratory

The language center has 2 new Sony language laboratories, one unit has 20 carrels and the other 30 carrels. In addition, 14 carrels are installed in a separate room for self-directed learning purposes. Hours of operation are 08:00 to 15:00, Monday to Friday. The tapes include songs, stories, and TOEFL listening materials.

Staff Room/Offices

There are two administration offices which also function as staff common rooms for teachers to work in when they are not teaching. The Head and Deputy Head have separate offices. All of the rooms are air-conditioned and located on the third floor of the building.

There is no student common room, but there are lobbies for students to relax in during break time. One lobby is equipped with a hot and cold water dispenser.

Equipment

- 1 overhead projector
- 4 tape recorders
- 2 Sony video recorders
- 1 photocopy machine
- 2 video monitors
- 1 fast dubbing machine

ADDITIONAL INFORMATION

Clients

The Pusat Pelayanan Bahasa has served various organizations and companies, including: various faculties of the University of Indonesia, Overseas Training Office, Directorate of Museums, Krakatau Steel, and BAKOSURTANAL (National Land Survey Coordinating Agency).

YAPINDO INTENSIVE ENGLISH INSTITUTE

**Kampus STEKPI
Jalan TMP Kalibata
Jakarta 12740**

Tel: 798-1366, 798-1354

Fax: 798-1352, 798-1352

Contact Persons:

Mr. Samuel R. Bruce Jr., Director

Ms. Iwen H. McCoy, Ph.D., Assistant Director

GENERAL INFORMATION

Brief Description

The YAPINDO Intensive English Institute (IEI) was established in January 1989. It operates under the auspices of a foundation or "yayasan" which advises on YAPINDO's long-term direction and strategic goals. In January of 1991 it established an affiliation with the Institut Pengembangan Manajemen Indonesia (IPMI). A director and assistant director manage the day to day operations of the institute.

YAPINDO offers general English language training for the public, English for Academic Purposes for students planning to study abroad, and English for Specific Purposes for corporate clients.

Site and Building

The institute is situated within the campus of the School of Economics, Finance and Banking Indonesia, otherwise known as Sekolah Tinggi Ilmu Ekonomi Keuangan dan Perbankan Indonesia (STEKPI). The campus, at present, consists of one administration building, one classroom building, and a mosque. All facilities were purpose-built in 1989 and are well-equipped. The campus has ample parking space and is within easy access of public transportation.

The IEI occupies a 1,000 square meters of classroom and office space on the top floor of the four-storey classroom building. Forty-two class and lecture rooms are arranged around a central atrium. Eight of these rooms are dedicated to English language teaching.

Students

YAPINDO IEI currently has 200 part-time students. Since its start-up in January 1989, 1700 part-time and 300 full-time students have studied at the institute, including government sponsored students for pre-departure academic language training, company sponsored employees, and members of the general public wishing to improve their English language proficiency.

Reporting Systems

Student evaluation and attendance reports are prepared for each program and a program and teacher evaluation report is completed by the student at the end of the program. Teachers are also observed at least once per semester and performance is evaluated and feedback given. All reporting systems are computerized.

Future Plans

The IEI plans to expand its agreement with the Institut Pengembangan Manajemen Indonesia (IPMI) to train pre-MBA students. It is also continuing to develop and refine the variety of programs it can make available to the public and to sponsored students, including an expanded Professional Communication Program for the business community.

PROGRAM INFORMATION

Courses:

YAPINDO IEI presently offers a wide range of PT courses. FT courses can be set up on request.

General English : levels: beginner and intermediate; 11-wk/44-hr PT course called the Communicative English Program (CEP); basic concepts for communicating in formal and informal situations focusing on listening and speaking skills only.

English for Business : levels: intermediate and advanced; 11-wk/44-hr PT course called the Professional Communications Course (PCC); 3 levels; first two emphasize oral skills in a business context, level 3 is a content-based course with business writing, report writing and case studies.

EAP/Pre-MBA : two-level entry: level 1 (400-450 TOEFL) develops four macroskills in an academic context; level 2 (450+ TOEFL) emphasizes listening and study skills; Harvard MBA model case-studies are used for reading and writing skills; focus of course is to prepare students to communicate verbally and in writing with native speakers of English and to facilitate transition from full-time English to full-time academic study; can include TOEFL, GRE/GMAT test preparation.

TOEFL Preparation : levels: intermediate and advanced; 11-wk/44-hr course; skills development and test strategies for TOEFL.

ESP : available on request; expertise in banking and finance.

Class Size and Schedule

Pre-MBA classes are divided into 10 to 15 students; for General English and Professional Communications the average is 25 with a maximum of 20. The numbers in other courses depend on the type of course. Pre-MBA English language courses are scheduled Monday to Friday from 18:00 to 21:00. Other language programs are scheduled between 18:00 and 20:00 daily for a duration of about 11 weeks, depending on the program. Starting dates for regular programs are January, April, July and September. Additional program dates and times can be negotiated.

Curriculum and Materials Development

Curricula are compiled by the YAPINDO IEI staff and are available upon request. Students and teachers are presented with overall objectives and goals of each program and a detailed syllabus of each course describing the functions, grammatical focus and thrust of each week's work. Materials development is part of the assistant director's responsibility.

Core Texts

General English programs utilize the **Spectrum** series published by Prentice Hall. The Pre-MBA program uses **Fundamentals of English Grammar, Readers' Choice, Case Studies of International Management, and Business Interactions** among others. **Bid for Power, Business Interactions and Portfolio** are the core texts of the Professional Communications course.

Language Testing and Student Placement

Students participating in all non-academic programs are given an oral interview for oral and aural focused courses. For courses involving written skills and academic content, mock TOEFL tests are administered for placement purposes. Class performance, teachers' assessment and achievement tests determine the students' progress in the program and exit level. Evaluation for successful completion of one level of Pre-MBA and advancement to the next is based on test and quiz scores, homework, and 70% attendance.

YAPINDO IEI can administer the Institutional TOEFL test and organize International TOEFL registration at a number of sites in Jakarta.

Tailor-made Programs

A minimum of one month's notice is required. Tailor-made business courses have been developed for Ficorinvest, PT Astra and

Bank Duta and a tailor-made academic course (EAP IIc) utilizing foreign university lecturers was organized for OTO BAPPENAS. YAPINDO IEI also has expertise with science and technology courses.

Country Specific Orientation

The IEI has experience in preparing participants for study in North America using orientation materials designed by the State University of New York at Buffalo.

Program Fees

Program fees vary according to program and client requirements but are based on the market rate for cost-recovery purposes.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

The total number of present teaching staff is six, consisting of 5 full-staff and 1 part-time staff member.

Nationalities :	Indonesian	: 2
	American	: 3
	Australian	: 1

Teacher Qualifications

A master's degree in TESOL, Applied Linguistics or related field is required for native English speaking staff and a Sarjana (S1) degree with a concentration in English or TESOL and native-like fluency is required for Indonesian staff members. Currently, staff qualifications include 1 Ph.D. and 4 master's degrees in TESOL or related fields.

Teaching Experience

Most of the teachers have EFL teaching experience in Indonesia and/or the United States. Some staff members have experience in other Asian countries including Malaysia, Taiwan, Japan and the Peoples' Republic of China.

Contract and Length of Service

Contracts are for one year with possibility of renewal. Currently the average length of service of the teaching staff is six months.

ELT Consultant

From 1989 to the beginning of 1991, YAPINDO IEI had a formal affiliation with the Intensive English Language Institute (ELI) of the State University of New York (SUNY) at Buffalo. SUNY provided IEI with assistance in the recruitment of faculty, the provision of teaching materials and core program curricula which were adapted at

IEI to the Indonesian environment. SUNY continues to provide such support on an informal basis only.

Head Teacher/Teacher Ratio 1:5

Administrative Staff

1 Director	: FT
1 Assistant Director	: FT
1 Office Manager	: FT

Support Staff

1 library	: FT	(STEKPI)
2 library clerks	: FT	(STEKPI)
3 technicians	: FT	(STEKPI)
1 secretary	: FT	
1 office assistant	: FT	
1 driver	: FT	
5 security guards	: FT	(STEKPI)

FACILITIES AND RESOURCES

Classrooms :	8 classrooms
Average Size :	5m x 10m to accommodate 20 students

All rooms are well-lit and air-conditioned. They are fully furnished with a whiteboard, individual desks for students, and a table and chair for the teacher.

Other Facilities:

Language Laboratory	Yes	
Library	Yes	access to STEKPI
Self-access Room	Yes	
Computer Laboratory	Yes	access to STEKPI
Teachers' Room	Yes	
Student Lounge	No	
Student Residence	No	
Auditorium	Yes	access to STEKPI (232 seats)
Cafeteria	Yes	access to STEKPI

Library

The library is open from 08:00 to 21:00. It includes classroom and reference texts and ESL professional materials. Its holdings consist of over 4000 titles, and over 450 periodicals. Subscriptions include: *Time*, *Business Week*, *Newsweek*, *Asiaweek*, *Far Eastern Economic Review*, *Asian Business*, *The Asian Wall Street Journal*, *The Straits Times*, *Fortune*, *Asian Finance*, *The Economist*, *Harvard Business Review*, *The Journal of Finance*, *The Banking*

Law Journal, Business News, etc. These materials are shared with STEKPI. SUNY/Buffalo has recently donated 150 ELT titles to the library.

Self-access Room

A self-access room is available for students and is equipped with two computer stations, one video station and four audio stations. ELT materials from IEI or STEKPI library can be used in this room, as well as the newspapers and periodicals that are kept here.

Language Laboratory

The language laboratory has a 48-seat capacity and is open from 08:00 to 21:00. It is equipped with Sony LLC-5510 MK II console, a Sony video projector and an opaque projector.

Computer Laboratory

IEI has access to STEKPI's 33-station computer laboratory that is open Monday to Friday from 09:00 to 17:00. The laboratory holds 33 IBM compatible computers and 17 printers. It is available for self-access use by students from 15:30 to 17:30. Popular software programs available to the students include: Word Perfect 5.0, dBase III plus, Lotus 1-2-3 and Release 2.2.

Staff Room/Teachers' Offices

The 10m x 25m large staff room and administrative section is furnished with a whiteboard and a large conference table for 8 people. Teaching materials and core texts for the programs are kept on shelves around the walls. Each teacher is assigned an individual work cubicle. A reception area with two support staff is at the entrance to the room.

Equipment

- 5 overhead projectors
- 3 video recorders
- 3 tape recorders
- 1 photocopy machine

ADDITIONAL INFORMATION

Clients

YAPINDO's clients include: P.T Astra International, Bank Duta, Ficorinvest, OTO-BAPPENAS.

Training Program

YAPINDO IEI is currently providing an on-going training program for the English teachers of STEKPI, particularly in the area of the teaching of reading skills.

**REGIONAL
ENGLISH LANGUAGE INSTITUTES**

**PROGRAM STUDI PENDIDIKAN
BAHASA INGGRIS
(ENGLISH LANGUAGE TRAINING PROGRAM)
FKIP, UDAYANA UNIVERSITY**

**Jalan A. Yani 67
Singaraja, Bali**

Tel: (0361) 21947, 21948, 41570,

**Contact Persons :
Prof. Drs. I Ketut Rindjin, Dean
Faculty of Education and Arts**

GENERAL INFORMATION

Brief Description

The Faculty of Teacher Training and Education (FKIP) in Singaraja, has been part of the Udayana University since 1968. Prior to that, it was attached to Airlangga University in Surabaya. In April 1991, the FKIP will have greater autonomy when it becomes an Institute of Teacher Training and Education (Sekolah Tinggi Keguruan dan Ilmu Pendidikan).

At present, FKIP offers three types of English language programs in the Department of Language and Arts: EFL teacher training, General English for university lecturers, and ESP for tourism. The EFL teacher training program has been offered since 1967 and is managed by the Head of the Study Program. The latter two programs have been offered since 1972 and are currently managed by a full-time coordinator who reports to the Dean of the Faculty through the Head of the Study Program.

Site and Building

The FKIP campus is approximately 80 miles from the main campus of Udayana University in Denpasar. It is located in the center of the town of Singaraja with easy access to shops and transportation. The building complex, originally designed as office blocks for the Department of Finance, was built in 1953 and renovated in 1981 for use by the FKIP. Five large classrooms in the complex are used for language training purposes; another five for administration.

Students

The FKIP has currently over 300 undergraduates taking part-time English classes as part of their regular course of study, and another

120 taking intensive English as part of their major in EFL Teacher Education. In addition, 40 university lecturers are studying part-time to upgrade their language skills.

Reporting Systems

Reporting is conducted through attendance records, test scores, course reports, and program evaluations. Records, registrations, and timetables are computerized.

Future Plans

Major plans include the expansion and renovation of the present buildings; improvement of the qualifications of the teaching staff, and an increase in English courses for the general public.

PROGRAM INFORMATION

General English : levels: lower/upper intermediate; four major skills area plus structure; part-time, 10 hrs/wk for 3 months for university lecturers.

EFL Teacher Education : levels vary; 4 hrs/day for 16 weeks for undergraduates

ESP : level: beginners; 10 hrs/wk for 8 weeks; focus on communication skills, recent course on English for Tourism (1990), available on request.

Class Size and Schedule

All undergraduate courses start in February and August with an average class size of 25. Language courses for university lecturers and ESP for external clients start on demand with an average class size of 20. Class schedules vary for undergraduates. For university lecturers, classes are held from 16:00 to 19:15, Monday and Tuesday afternoons, and 2 hours on Saturday mornings. The schedule for ESP courses is negotiable.

Curriculum and Materials Development

The FKIP is very active in this area. It has compiled and adapted a wide range of materials for all its English courses, particularly materials for reading, writing, listening and speaking. Publications and reference materials on linguistics, theories in ELT, and reading comprehension have also been produced by the teaching staff.

Core Texts : None. Most materials are adapted.

Language Testing and Student Placement

The FKIP uses its own internal tests for placement purposes as far as lecturers' upgrading courses are concerned. Advancement to the next level is based on teacher's assessment, class performance, classwork, and homework for undergraduates; for university lecturers, it is based on teacher-made tests.

The nearest Institutional TOEFL is held at the main campus of Udayana in Denpasar; the nearest International TOEFL is in Surabaya.

Tailor-made Programs

There are none at present. In the past, FKIP has developed special ESP courses for tourism (1990) and for the police (1982-83).

Country Specific Orientation : none at present

Program Fees

Fees are determined in accordance with the government's regulation.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

There are 21 full-time and 1 part-time staff members from the Department of English.

Nationalities : Indonesian : 22

Teacher Qualifications

The minimum requirement for all teaching staff is a Sarjana (S1) or bachelor's degree. Currently, eleven staff have master's degrees and one a Ph.D. in Applied Linguistics. These degrees are from Australia (6), USA (4) and Britain (1). Another three have a diploma in TEFL.

Teaching Experience

Teaching staff have a wealth of experience teaching English as a foreign language to high school and university students, as well as government and private company employees.

Contract and Length of Service

All teaching staff are permanently employed at Udayana University with many having been there over 10 years.

ELT Consultant: none at present

Head Teacher/Teacher Ratio : 1:20

Administrative Positions

Head, Language and Arts*	: PT
Head, Study Program*	: PT
Director, Language Laboratory*	: PT
Program Coordinator*	: PT

* All also teach part-time.

Support Staff

10 registrar assistants	: FT
1 secretary, Study Program	: PT
1 laboratory supervisor	: PT
5 librarians	: FT
1 library clerk	: FT
4 cashiers	: FT

Most of the support staff oversee the administration of the whole faculty, not one particular department.

FACILITIES AND RESOURCES

Classrooms : 3 classrooms and an auditorium that can be partitioned into two classrooms

Average Size : 11m x 11m (large), 6m x 6m (medium)

All classrooms have standard wooden arm chairs, black or white board; a few have OHPs.

Other Facilities

Language Laboratory	Yes	
Library	Yes	faculty one
Self-access Center	No	
Computer Laboratory	Yes	limited access
Teachers' Room	Yes	
Auditorium	Yes	campus one
Cafeteria	Yes	campus one
Student Lounge	No	
Student Residence	No	

Library

The faculty library houses over 2000 titles of which only 100 are related to English language training. It has a few ELT journals and the video series, *Follow Me*. The library is open from 07:30 to 14:00 six days a week. Students may borrow books, but not tapes, for one week. Additional ELT reference books are in the Study Program office, to which staff and students have access.

Language Laboratory

The FKIP has an impressive computerized language laboratory, a National model, which was installed in 1989. The laboratory seats 40 students and is open 19 hours a week at varying times. A limited selection of tapes is available for instructional purposes.

Computer Laboratory

The FKIP has 10 computers and 4 printers available for the Departments of Student Affairs, Mathematics and Physics. Additional computers are available for office and faculty use. At present, none is for use in the language programs.

Equipment

- 20 overhead projectors
- 10 tape recorders*
- 1 video recorder
- 2 video cameras*
- 3 televisions
- 3 photocopy machines
- 1 slide projector*

* designated for English Department use, the others are for faculty use.

INDONESIA-AUSTRALIA LANGUAGE FOUNDATION

**Jalan Kapten Agung 19 (Main Branch)
Kampus Universitas Udayana (Branch)
Denpasar, Bali**

**Tel: (0361) 25243, 24099, 36559
Fax: (0361) 35454**

Contact Person : Mr. Tony Crooks, Branch Manager

GENERAL INFORMATION

Brief Description

The IALF was founded as the Australian Language Center in 1983. In 1988, the institute became a foundation and changed its name to the Indonesia-Australia Language Foundation (IALF). The head office and main center is in Jakarta. The IALF branch in Bali was opened in January 1990 in Nusa Dua and moved to facilities on the campus of Udayana University in July of the same year. It currently offers a wide range of courses: General English, English for Academic Purposes, English for Special Purposes, and Bahasa Indonesian for foreigners. Language testing services and in-service teacher training programs, as well as on-site company training, are also an important part of the growing operation.

Site and Buildings

IALF is centrally located in Denpasar in a separate unit on the central campus of Udayana University. The fifteen-year-old building was recently renovated by IALF. This small unit serves as an administration block, language laboratory, teachers' room, and resource area which also doubles as a classroom. The other three classrooms are shared with the Udayana's English Service Unit (ESU) programs and are located in a two-storey building nearby. The campus is easily accessible by public transportation.

Students

Since its start-up, 1400 part-time and 80 full-time students have studied at IALF, Bali. Currently, there are 470 part-time and 8 full-time students. The 350 of these students are part of IALF's growing company training programs which are conducted on site; 36 other adults are taking General English classes; a weekly children's class is being run for under seven year olds; and 8 Indonesian teachers of English are participating in a short, in-service teacher training program.

Reporting Systems

Reporting consists of mid-term and final student progress reports, attendance records, and course reports for client groups. Program evaluation is done three weeks into the course and again at the end of the course. A needs analysis is also carried out for client groups. All reports are computerized.

Future Plans

The IALF plans to upgrade significantly the pedagogic and technical capabilities of its Bali branch, to give substance to its policy of emphasizing development activity in the eastern islands. Classroom space will be expanded. A new resource center will have an ELT reference library of more than 3,000 publications, tapes and videos. In addition to its existing audio and video self-access equipment and materials, it will also incorporate computer facilities, primarily for advanced EAP preparatory work. An additional language laboratory will be installed, supported by a greatly expanded technical capability.

The IALF will also establish a Projects and Consultancies Unit, which will be capable of undertaking a range of projects, both technically or pedagogically based.

PROGRAM INFORMATION

- | | |
|---|---|
| General English | : 12 levels: beginner to advanced; integration of the four skills, grammar and vocabulary, with an emphasis on speaking; each level is 44 hrs over 11 weeks, mainly evening classes 2 hours twice a week. |
| Express English | : level: beginners; designed for adults who wish to make rapid progress in English studies; integrated skills; 2-hour sessions 5 times a week, mainly in the evenings. |
| EAP | : levels: BELT, EAP I/II; four macroskills, library and study skills, IELTS preparation; 25 hrs/wk. |
| Business English | : levels: post-beginners to intermediate; integrated skills; 6 hrs/wk over 10 weeks; focus on job-specific English for careers in business or commerce, offered on demand. |
| English for Hotel and Tourist Industry | : 3 levels: post-beginners to intermediate; integrated skills; 6 hrs/wk over 10 weeks; focus on job-related English language skills including customer contact in hotels, restaurant, travel agents, etc. |

ESP	: other ESP courses such as Banking English, Communication Skills for Doctors, available on demand.
Children's English	: levels: SD and SMP; 2 hrs/wk over 10 weeks; for primary/junior high students; special emphasis on communication skills; courses offered on demand.
Bahasa Indonesia	: 5 levels: beginners to intermediate, 1.5 hours twice a week over 10 weeks.
Teaching Skills Workshop	: special 20-hour teacher training workshop on how to teach the four skills.
INSETT	: special courses for teachers to upgrade their language skills and train them in EFL methodology; funded by AIDAB as part of their Scholarship Scheme in-country.

Class Size and Schedule

Classes are divided into a maximum of 18 students. Full-time classes, like INSETT, run from 08:00 to 17:00, Monday to Friday. Children's English classes are offered from 14:00 to 15:00 and 15:00 to 16:00. The other English courses run from 16:00 to 18:00 or from 18:15 to 20:15, Monday to Friday. Regular intake dates for courses are: January, April, July and October. Client groups start upon request.

Bahasa Indonesia classes comprise a maximum of 10 students; courses run from 16:30 to 18:00 or from 18:30 to 20:00.

Curriculum and Materials Development

Syllabi and materials for all courses are prepared by the IALF and are drawn from a wide range of authentic sources and textbooks. The self-access collection has been built on the model of that in the Jakarta main branch. The IALF, Bali staff has also developed skills and task-based language materials for catering, hotel and business English. Another IALF project, supported by AIDAB, was the development of a 20-hour workshop on teaching the four skills, which was subsequently given to lecturers at a number of tertiary education institutions in Bali and Lombok.

Core Texts

A variety of core texts are used and are supplemented by materials produced in-house.

Language Testing and Student Placement

Student placement is determined by one of IALF's internal tests and an oral interview. Advancement to the next level is based on a combination of tests, classwork, homework, and attendance.

IALF is the official testing center for the IELTS, a test used in Australia and Britain to assess a student's language skills for study overseas. The nearest Institutional TOEFL is held at the Udayana University, and the nearest International TOEFL is held at PPIA in Surabaya.

Tailor-made Programs

IALF has considerable experience developing tailor-made programs for different client groups. Whenever necessary, the branch can draw on the expertise and resources of the IALF, Jakarta. Normally, one month lead-in time is required.

Country Specific Orientation

Country specific orientation materials are available for Australia, Britain, and the USA.

Program Fees

Program fees vary according to the program.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

There are three full-time and three part-time staff members. Two of the part-time staff are teachers of the Indonesian language.

Nationalities :	Australian	: 3
	British	: 1
	American	: 1
	Indonesian	: 2

Teacher Qualifications

The minimum qualification for Indonesian staff is a bachelor's degree in English with extensive relevant experience; for native speakers of English, a university degree and a recognized qualification in TEFL, together with 2 years of relevant EFL experience.

Teaching Experience

The academic staff of IALF, Bali has extensive collective experience of teaching EAP courses. In addition, the center is able to draw on the resources of the IALF, Jakarta.

Contract and Length of Service

Full-time staff have one year contracts. Part-time staff are employed for the length of a specific program.

Head Teacher/Teacher Ratio : 1 : 7

Administrative Positions

Chief Executive Officer, Jakarta :	FT
Manager, Bali :	FT

* see IALF Jakarta for other positions

Support Staff

2 library clerks :	PT
1 senior secretary :	FT
1 secretary/receptionist :	FT
2 office assistant :	FT
1 security guard :	FT
1 driver :	FT

FACILITIES AND RESOURCES

Classrooms : 4 (three in the English Service Unit building and one in the back area of the IALF resource center).

Average Size : 4m x 6m (IALF unit); 5m x 6m (ESU block).

The classroom in the IALF building is air-conditioned with student chairs, desk, whiteboard, OHP, and video. The other three classrooms are in the ESU building. These classrooms have whiteboards, tables and student chairs. Two of them are carpeted.

Other Facilities

Language Laboratory	Yes	access to Udayana lab
Library	Yes	in resource center
Self-access	Yes	in resource center
Computer Laboratory	No	
Teachers' Room	Yes	small 4 x 3m room
Cafeteria	Yes	access to campus
Student Lounge	No	
Student Residence	No	

Resource Center

The ELT library and self-access collection are combined in the Resource Center, which is open from 08:00 to 24:00, Monday to Friday. A facilitator is available part-time to assist students.

The library contains over 600 titles of which 500 are ELT reference books, teacher education texts, and student readers. The self-access materials are set up along the same lines as those at IALF Jakarta and include a wide range of listening, pronunciation, and reading materials. In addition, there are 97 videos, 219 audio cassettes and several journals (EFL Gazette, ELT Journal, PET, MET, ESP, IATEFL Newsletter, Forum, Language Learning) available to staff and students. Borrowing is restricted to easy readers at present. As part of the agreement with Udayana, university

lecturers studying English in the ESU programs have joint access to the books and materials in the IALF Resource Center.

Language Laboratory

The language laboratory, located in the IALF unit, belongs to Udayana University. IALF has access to the laboratory after 14:00 on a daily basis. The laboratory, a Sony ER 7CM model, has 20 booths. Students can use the laboratory for self-access when it is not in use for instructional purposes.

Equipment

- 1 overhead projector and screen
- 8 tape recorders
- 1 photocopy machine
- 1 video
- 1 television

ADDITIONAL INFORMATION

Clients

Clients of the IALF, Bali have included government departments, educational institutions, banks, hotels and a range of other companies, as well as private individuals.

New Branch

In July 1991, IALF opened a larger branch school in Bali at Jalan Kapten Agung 19. The building, which is owned by IALF, has 6 classrooms, an 18-carrel language laboratory, resource center, and a computer room with 9 stand alone micro-computers. With the addition of this branch, the total number of instructors is now 12. The branch manager can be contacted through the IALF's office at Udayana University or at the above address. New telephone numbers are: (0361) 25243 or 24099

Head Office

Address : Wisma Budi, 5th Floor
Jalan H.R. Rasuna Said Kav C-5, Kuningan,
Jakarta

Telephone : (021) 850-8349 to 850-8354

Fax : (021) 520-2146

Contact Person : Mr. John Florent, Chief Executive Officer
Geoffrey Crewes, Director, Projects and
Consultancies

INTENSIVE ENGLISH COURSE

**Jalan Teuku Umar 45
Denpasar, Bali**

Tel: (none at present)

**Contact Person:
Drs. Jusuf Santoso, M.A., Branch Manager**

GENERAL INFORMATION

Brief Description

The Intensive English Course (IEC) is a private language school with head office in Jakarta and branches in Java, Bali and Sulawesi. The institution has been in existence for 22 years and the Denpasar branch since July 1987. All branches offer general English classes and are managed by a branch manager who reports to the director in Jakarta.

Site and Building

The school is located in a brand new one and a half storey building constructed in July 90, with a total of 500 square meters. The building contains five classrooms, one meeting room, a video/listening room, and a small learning center area. The branch is located on a main road and is easily accessible by public transportation.

Branches

The IEC has branches in Banda Aceh, Bandung, Bogor, Bekasi, Solo, Yogya, Semarang, Magelang, Ujung Pandang, Tangerang, and Depok. The head office is located in Jakarta on Jalan Jatinegara Barat.

Students

Since 1987, 11,342 part-time students have been enrolled. Currently 610 students are taking general English classes three hours per week. Fifty percent of the students are senior high school students, 20% university students, and 30% junior high school and the general public.

Reporting Systems

Reporting is conducted through attendance records, teacher daily progress reports, and test results.

Future Plans

There are no definite plans at present.

PROGRAM INFORMATION

General English : levels: 1 to 4; communication skills; 1.5 hrs twice a week over 3 months.

English for Children : levels 1 to 3; 1.5 hrs twice a week; mainly junior high school students.

Extra-curricular : each class has speech lab, computer-guided learning, and free conversation at least once a week, with access to the learning center throughout the week.

Class Size and Schedule

The average class size for the General English classes is 15 with a maximum of 20 students; children's classes have an average of 10 with a maximum of 15. Registration for these classes is open on a monthly basis with classes being offered: 07:30-9:00, 9:00-10:30, 10:30-12:00, 16:30-18:00, and 18:15-19:45. Daily meetings or free conversation classes are held six times a day, speech lab, video and computer lab are held twice a week for each program. Times are flexible.

Curriculum and Materials Development

IEC compiles and produces its own course materials under the supervision of the Director of Studies, based in Jakarta.

Core Texts

IEC uses **Gateway to English for Communication** for its General English courses, and **Creative English Books 1-3** for the children's course. Students buy course texts and workbooks.

Language Testing and Placement

Testing for placement and advancement from one level to the next is through internal tests which are standardized at all branches. Placement tests are based on functional listening, speaking, reading, and writing skills. Promotion is based on **Gateway** achievement tests and teacher assessments.

The nearest venue for Institutional TOEFL is the University of Udayana; the nearest International TOEFL is in Surabaya.

Tailor-made Programs

IEC, Denpasar has none at present.

Country Specific Orientation

The resources at IEC are not country specific.

Program Fees

Fees are based on direct costs plus overhead.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

IEC, Denpasar has 5 full-time and 15 part-time staff members.

Nationalities : Indonesian : 20

Teacher Qualifications

A bachelor degree or Sarjana (S1) in English is preferred but undergraduates who speak English well are hired. Presently, four staff hold Sarjana (S1) degrees, 1 holds a Sarjana (S2), and the remaining 15 are undergraduates at the Udayana. Those staff with degrees are teachers mainly from the University of Udayana.

Teaching Experience

Some staff members have experience lecturing at the university level; others as tutors.

Contract and Length of Service

Most staff are part-time and are paid on an hourly basis. Average length of service is two years.

ELT Consultant: none

Head Teacher/Teacher Ratio: 1 : 10

Administrative Positions

Branch Manager	:	PT	also teaches 9 hrs/wk
Extra-Activities	:	PT	
Coordinator	:		

Support Staff

2 receptionists	:	FT	double as secretaries
1 cashier	:	FT	
3 learning center assistants	:	PT	
2 security guards	:	FT	

FACILITIES AND RESOURCES

Classrooms : 5 plus one meeting room which doubles as a classroom.

Average Size : 3 small (4m x 4m), 3 medium (5m x 6m)

All classrooms have a blackboard or whiteboard, student chairs and fan.

Other Facilities

Language Laboratory	No	has a listening room
Library	No	
Learning Center	Yes	
Computer Laboratory	No	two computers only
Teachers' Room	Yes	small 3m x 3m room
Cafeteria	No	
Student Lounge	No	

Listening/Video/Computer Room

The meeting room is a multi-purpose area that seats 20 students. It functions as a classroom, a listening room with a one way JVC tapedeck, a two station computer laboratory, and a video room for instructional purposes. Popular videos available are: **You Say The Words, Weekend Away, Follow Me, and Showtime.** Computer programs include word games, pattern drills and other software. The room is open from 09:00 to 11:30 and again from 16:30 to 19:00 daily.

Learning Center Area

The learning center can seat 15 students comfortably but can accommodate up to 30 at a squeeze. It is open from 09:00 to 11:30 and from 16:30 to 19:00 every day. Part-time assistants are available to distribute grammar, reading and vocabulary exercises and check student homework.

Equipment

- 3 tape recorders
- 1 video recorder
- 1 television

ADDITIONAL INFORMATION

- Head Office** : Intensive English Course, Jakarta
- Address** : Jalan Jatinegara Barat No. 187
Jakarta Timur
- Telephone** : (021) 819-3656
- Contact Person** : Drs. J.S. Marsudi, Director of Studies

UDAYANA, Denpasar

**ENGLISH SERVICE UNIT
(LABORATORIUM BAHASA)
UDAYANA UNIVERSITY**

**Jalan Sudirman
Denpasar, Bali
Tel: (0361) 23971 Ext 150**

Contact Person: Dra. Delima Rosiani, Director

GENERAL INFORMATION

Brief Description

The Laboratorium Bahasa, referred to as the English Service Unit (ESU), is located on the central campus (Kampus Pusat) of Udayana University. It has been in existence since 1975. Its main function is to upgrade the English language skills of the university lecturers. The director, a permanent faculty member, coordinates the ESU and reports directly to the Rector of Udayana University.

Site and Buildings

The ESU offices and three classrooms are located on the second floor of a two year old building. The campus language laboratory is located in a separate building nearby, and is shared with the Indonesian-Australian Language Foundation (IALF) which rents Udayana's facilities. The Faculty of Letters is located on the West Campus (Kampus Barat), a ten minute walk from the ESU.

Students

The ESU currently has 40 students who are studying English between eight and ten hours a week. All of these students are university lecturers from the faculties of Agriculture, Animal Husbandry, Art and Design, Engineering, Medicine, and Veterinary Science. Since its start-up, the unit has provided language instruction to over 1,200 lecturers.

Reporting Systems

Reporting consists of attendance records, mid-term and final student progress reports, and program evaluation. The progress reports are sent to the deans of the respective faculties and the Rector. Program evaluation is conducted on an informal basis through discussions with students and teachers.

Future Plans

The ESU has two majors plans. One is to offer English language courses to the community, especially to faculty members of other universities in Bali, Kupang and Lombok. The second is to offer Indonesia language training to foreigners.

PROGRAM INFORMATION

All courses offered are for university faculty only at present.

BELT : levels: basic 1 and 2; follow the OTO model, focus on the four skills; 8 to 10 hrs/wk for two semesters (6 mths).

EAP : levels: TOEFL 425 + ; similar to the OTO model, four skills plus TOEFL prep, 8 to 10 hrs/wk for two semesters.

Class Size and Schedule

All classes have an average of 20 students with a maximum of 40. BELT 1 is offered from 08:00 to 09:30, and BELT 2 from 09:30 to 11:00, Monday to Friday. EAP classes are also offered in the morning hours. There is no fixed starting date for any of the courses. They start upon request throughout the year.

Curriculum and Materials Development

ESU teaching staff have compiled material from various sources for listening and reading.

Core Texts

Some of the texts used in BELT 1/2 are: **Starting Strategies, Building Strategies, Study Strategies, and Encounters.** For EAP 1, **Meaning into Words, and Academic Writing Course** are used.

Language Testing and Placement

Student placement is determined by an internal test that covers listening, reading, writing, and structure. There is no oral interview. Advancement to the next level is done on the basis of weekly progress tests, teacher assessment, and classroom assignments.

The Institutional TOEFL is held at Udayana University; the nearest International TOEFL is held in Surabaya.

Tailor-made Programs

The English Service Unit has not designed any special programs for outside clients; they have only tested students upon request.

Country Specific Orientation

ESU has provided cultural orientation for students going to Australia and the USA. For Australia, the text **Academic**

Orientation Course has been used. Guest lecturers have also been invited to give talks on differences in cultures and academic learning environments.

Program Fees

English language classes are free to university lecturers.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

All staff are from the English Department in the Faculty of Letters. There are five full-time and two to four part-time staff teaching in the SEU at any one time.

Nationalities : Indonesian : 9

Teacher Qualifications

Teaching staff require a Sarjana (S1) degree, preferably from a teacher training college. Native speakers of English require TEFL qualifications, preferably a master's in the field. Currently, three teaching staff hold master's degrees and one a Ph.D. in Applied Linguistics; two others have TESL certificates.

Teaching Experience

All the staff have had experience teaching undergraduates and private students in the community.

Contract and Length of Service

Nine of the teaching staff are permanent members of Udayana and thus have on-going work at the university.

ELT Consultant

Udayana University had the services of ELT consultants from Australia for three to six month periods between 1980 and 1988. These consultancies were funded by the Australian International Development Assistance Bureau (AIDAB). In 1991, ESU hopes to have another ELT consultant funded by the Australian government.

Head Teacher/Teacher Ratio: 1:9

Administrative Positions

Director	FT	teaches as well
Course/Materials Coordinator	FT	teaches as well

Support Staff

1 technician	FT
2 secretaries	FT
1 office helper	FT

FACILITIES AND RESOURCES

Classrooms : 3 in the ESU building which IALF uses in the afternoons and evenings; 2 other classrooms available on request in an older building nearby.

Average Size : one 6m x 9m (large), two 3m x 7.5m (medium)

All classrooms have whiteboards, tables and student chairs. Two of the rooms are carpeted and one is tiled.

Other Facilities

Language Laboratory	Yes	shared with IALF
Library	Yes	access to main library and IALF's
Self-access Center	No	uses IALF's
Computer Laboratory	No	
Teachers' Room	Yes	one
Cafeteria	Yes	uses campus one
Auditorium	Yes	access to campus one
Student Lounge	Yes	shared with teaching staff
Offices	Yes	two, for director and administrator

The Main Library

The ESU has access to the main campus library which is open from 08:00 to 14:00 and 16:00 to 20:00 Monday to Thursday, and Friday mornings. The ESU seldom uses the library which contains few ELT holdings. Some ELT audio-cassettes are kept in the language laboratory and ELT journals in the English Service Unit.

Self-access Center

The ESU does not have its own self-access center. However, students are allowed to use the IALF resource room from 09:00 to 11:00, Mondays to Fridays. The center contains a good selection of ELT readers and self-access materials for reading, listening, vocabulary and grammar. Students are not allowed to borrow books but can photocopy some materials.

Language Laboratory

The Sony laboratory is located in the same building as the IALF. It contains 20 carrels and is available to ESU students from 08:00 to 12:00, every day. Independent study time is on Saturday mornings only. A collection of over 100 tapes is in the laboratory for both instructional and self-study use. Popular tapes include: **Kernel Lessons**, **Listen for It**, **Text to Note**, and **Listening Comprehension Passages**.

Equipment

- 1 overhead projector
- 2 tape recorders
- 1 television
- 1 slide projector
- 1 fast dubbing machine

ADDITIONAL INFORMATION

Udayana University has been in existence since 1962. Formerly it was part of Airlangga University in Surabaya from 1958 to 1962, when it became a university in its own right. At present, the university has three campuses: Kampus Pusat (Central Campus), Kampus Barat (West Campus) located in the heart of Denpasar, and Kampus Bukit, which is a new purpose-built campus, located 27 kilometers outside of the city.

The Faculty of Letters at Udayana can also provide English language training courses for government ministries, upon request and approval of the Rector. The faculty has 6 classrooms at the Kampus Barat (West Campus), and another 10 classrooms at Bukit Kampus. Their facilities include a language laboratory and a central library.

Currently, the faculty has 32 English teachers with a wealth of experience teaching undergraduates and private students. Some of these teachers teach in the English Service Unit.

Address : Faculty of Letters
Udayana University
Kampus Barat
Jalan Nias No. 13
Denpasar, Bali

Telephone : (0361) 24121

Contact Person : Drs. I. Wayan Geriya, Dean Faculty of Letters

**UNCEN ENGLISH COURSES
CENDERAWASIH UNIVERSITY**

**Jalan Sentani Abepura
Jayapura, Irian Jaya**

**Tel: (0967) 21786
Telex: (0967)76138 UNCEN Jayapura**

**Contact Persons:
Drs. Pieter Upessy, Head
Drs. Willy S. Mandowen, Coordinator**

GENERAL INFORMATION

Brief Description

Cenderawasih University (UNCEN) is a government institution established in 1962 with four faculties. The faculties of Teacher Training and Education, Law, and Political and Social Sciences are located at Abepura, near Jayapura. The Faculty of Agriculture is located in the city of Manokwari, about 1.5 hours by plane from Jayapura. At present, a total of 3,910 undergraduates are enrolled at both campuses.

UNCEN currently offers two general English courses at the Abepura Campus in Jayapura. One is the Community Education Project (CEP), established in 1984, to provide basic English language training and TOEFL preparation to the general public and external clients. The other is a BELT course (Basic English Language Training), established in 1987 to upgrade the language skills of university lecturers in the basic sciences who will be going overseas for post-graduate work. This BELT program is funded under the auspices of the Eastern Indonesia University Development Project (EIUDP), which is funded by CIDA and executed by Simon Fraser University of British Columbia, Canada. In addition, the Department of English in the Faculty of Teacher Training and Education offers general language training to undergraduates in all the faculties.

Both the BELT and CEP programs are coordinated by staff members from the Department of English. The CEP Coordinator reports to the Head of the English Department and the Dean of the Faculty of Teacher Training and Education. The BELT Coordinator reports through the Local Project Implementation Unit (LPIU) to the Rector of UNCEN and the English Language Program Coordinator of EIUDP.

Site and Building

UNCEN is located about 24 kilometers from the town of Jayapura. Local taxis, which charge Rp 450 each way, take approximately 25 minutes.

The English center occupies space in three separate buildings. One low-rise building houses a seminar room, language laboratory, three BELT offices and one CEP office. The second building has three classrooms which CEP classes use in the late afternoons and evenings. The third building houses the new resource center and teacher work area in two spacious air-conditioned rooms.

Students

The CEP English Program currently has 209 part-time students and the BELT program has 12 participants. Since its start-up, 539 students have taken the CEP English program and 48 lecturers have taken the BELT program. The largest group of students are the general public and include: government and non-government employees, armed forces personnel, bank managers and high school students. The remainder are UNCEN lecturers from the Faculty of Teacher Training and Education.

Reporting Systems

Reporting is conducted through attendance records, course reports, student progress reports and program evaluation forms. For BELT courses, the student progress reports include TOEFL scores and teacher comments. Program evaluation includes student questionnaires and teacher meetings to discuss whether course objectives have been achieved and whether course materials have been effective.

Future Plans

UNCEN plans to institutionalize the CEP and BELT English courses under one organizational structure (Pusat Bahasa Asing or Center for Foreign Languages) where the head reports directly to the Rector. The center's operations will be located in the same building as the new resource center which opened in January 1991. In addition, the center hopes to strengthen its resource center through the acquisition and development of new materials for self-access. Plans are also under way to establish UNCEN as an International TOEFL testing center. Presently, the Summer Institute of Linguistics (SIL), located nearby, is the main TOEFL testing center.

PROGRAM INFORMATION

Course offerings include both Community English (CE) courses for the general public and BELT courses for UNCEN faculty and staff. All classes give priority to developing the students' communicative skills.

- Community English** : levels: 3 beginners levels, 3 pre-intermediate levels; each level 5/6 mths, 4 hrs/wk; four skills with emphasis on listening and speaking; mainly late afternoon and evening classes.
- BELT Course** : level: basic; 330 hrs over 11/12 weeks, intensive morning classes with 22.5 hrs/ wk; four skills with some TOEFL preparation.
- ESP** : levels: same as CEP course; 4 hrs/wk over 6 months; four skills, general English plus job-related material, often conducted in company settings.
- TOEFL Preparation** : level: TOEFL 375 +; 4 hrs/wk, total 160 hrs; late afternoon/evening classes taught by SIL staff.

Class Size and Schedule

Class size varies for each course. Community English courses have between 14 and 25 students, BELT between 12 and 18, and TOEFL between 12 and 20. BELT courses are held from 07:30 to 12:30, Monday to Friday. CEP and TOEFL classes are held from 17:00 to 19:00, or from 18:00 to 20:00.

General English classes start every five or six months. BELT classes start in June and October. TOEFL classes start upon demand, usually twice a year.

Curriculum and Materials Development

The teaching staff, with the assistance of the ELT Advisor (EIUDP), have worked closely on the BELT syllabus over the past year. Presently, they are compiling and developing supplementary resource materials which include self-access reading and listening tasks, visual aids, and communication activities. All of these materials will be put in the new resource center.

Core Texts

The Community English courses use the **Cambridge English Course (CEC)** as a core text. The BELT course uses **Interactions**, a series that integrates the four skills. Both courses use supplementary materials from a wide range of sources; e.g., **Developing Writing**, **Listening Strategies**, and **Count Me In**.

Language Testing and Student Placement

Placement for the Community English course is determined by the **New English Course Placement Test**; for BELT and TOEFL classes by Institutional TOEFL scores.

Advancement from one level to the next is based upon attendance, class assignments, and teacher-made quizzes or other standardized

tests for all courses. In addition, BELT exit criteria are based on achieving a score of 425+ on an Institutional TOEFL. For the TOEFL course, the exit score is based on the International TOEFL.

Institutional TOEFL is given in the BELT Program, UNCEN; the nearest International TOEFL center is the Summer Institute of Linguistics in Jayapura.

Tailor-made Programs: not at present

Country Specific Orientation

UNCEN has had experience preparing students for post-graduate work in Canada. Some Canadian reading and listening material are available as well as American and British materials.

Program Fees

Program fees depend on the length of the course and the number of students.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

The CEP and BELT courses have a core of 15 English teachers with an average of 12 teachers teaching in any one term.

Nationalities: Indonesian : 15

Teacher Qualifications

A Sarjana (S1) degree with a major in English and four years of teaching experience is the minimum requirement for Indonesian staff. Native speakers require a diploma in teaching. Currently, six of the staff hold master's degrees in Applied Linguistics or TEFL from universities in the USA or Australia.

Teaching Experience

All teaching staff have had experience teaching undergraduates, high school students, and special ESP classes.

Contract and Length of Service

All staff are permanent faculty members from the Department of English. Most have been with UNCEN over six years.

ELT Consultant

A Canadian ELT Advisor, funded by EIUDP, was attached to UNCEN from October 1989 to January 1991 to assist in the establishment of a BELT program. Her job responsibilities involved close cooperation with the teaching staff to develop a core BELT syllabus and support materials, as well as a resource center. Included also were teacher training sessions that addressed issues such as

classroom management, communicative methodology, and effective use of the laboratory and video. The English Language Program Coordinator, based at the EIUDP office in Jakarta, continues to monitor the center and provide support through seminars and workshops.

Head Teacher/Teacher Ratio: 1:6

Administrative Staff

Head, English Department : PT
 Program Coordinators : PT double as teachers (for BELT and CEP)

Support Staff

1 librarian/secretary : FT for BELT
 1 assistant clerk : FT for CEP
 3 office helpers : FT for BELT
 1 office helper : FT for CEP

FACILITIES AND RESOURCES

Classrooms : 1 seminar room in BELT/CEP complex, 3 classrooms in the Department of English and 1 classroom for TOEFL Preparation at SIL.

Average Size : seminar room (9m x 9m), 3 classrooms (5m x 6m)

The seminar room is well-equipped with a video, whiteboard, long tables and 14 student chairs. The other classrooms have basic blackboards with rows of desks.

Other Facilities

Language Laboratory	Yes
Library	Yes mini-ELT library
Resource Center	Yes
Self-access Center	No
Computer Laboratory	No
Teachers' Room	Yes for English Department
Cafeteria	Yes access to one on campus
Student Lounge	No
Student Residence	No for undergraduates only

Resource Center

Two spacious air-conditioned rooms have been set up as the new ELT Resource Center and teachers' workroom. Eventually part of the room will be set aside as a self-access center with a ten-station, mobile, listening laboratory. Materials are limited at present. They include some tapes and videos in English, and a growing collection of visual aids and communication activities.

ELT Reference Library

Two cupboards of ELT reference materials are in the BELT and CEP offices and will be moved to the new ELT Resource Center. In addition, the central library houses a small collection of English books for the Department of Education and Art.

Language Laboratory

A 1972 Sony laboratory with 20 carrels is still in operation. Opening hours are 07:30 to 12:00 and 17:00 to 20:00, Monday to Friday. At present, the laboratory is not available for independent study purposes.

Equipment

- 1 overhead projector
- 4 tape recorders
- 2 video recorders (Betamax)
- 1 photocopy machine
- 1 television
- 1 slide projector
- 1 fast dubbing machine

ADDITIONAL INFORMATION

Clients

UNCEN ELT Programs have served a wide range of clients which include: the Regional Development Bank, Regional Office of the Bureau of Logistics (DOLOG), PERTAMINA (State Oil Company), Irian Jaya Joint Development Foundation, Health Services, and Transmigration Department.

**ENGLISH LANGUAGE TRAINING CENTER
FACULTY OF AGRICULTURE
CENDERAWASIH UNIVERSITY**

**P.O. Box 107
Manokwari, Irian Jaya**

**Tel: (0967) 21430 (EIUDP Office)
Fax: (0967) 21430**

Contact Person : Ms. Julie Ross, ELT Specialist

GENERAL INFORMATION

Brief Description

The English Language Training (ELT) Center was established at the Faculty of Agriculture, Cenderawasih University (UNCEN) in 1988 as part of the Eastern Indonesia University Development Project (EIUDP). The project is currently funded by the Canadian International Development Agency (CIDA) and executed by Simon Fraser University of British Columbia, Canada.

The ELT Center offers Basic English Language Training (BELT), EAP extension courses, and TOEFL Preparation to faculty and staff. Recently, part-time Community English classes including early morning classes for teaching staff were started in the fall of 1990. The center is being managed by a Canadian ELT Specialist, in a joint agreement between CUSO (Canadian University Service Overseas) and EIUDP, until September 1991. The ELT Specialist reports directly to EIUDP and to the Dean of the Faculty of Agriculture, UNCEN.

Site and Building

The ELT Center is located on the UNCEN, Manokwari campus, 15 minutes by local taxi from the town center. The center occupies a newly built (April 1990) detached bungalow that contains two spacious classrooms, a language laboratory, an office and washrooms.

Students

The ELT Center has currently six faculty members taking an intensive BELT Course in preparation for post-graduate studies in Canada. Since its start-up, 60 faculty members have completed the BELT course as part of their pre-departure training. In the Community English Program, the largest group of students are SMA and SMP teachers (18) and students (18). Twelve other faculty members are taking early morning English classes twice a week.

Reporting Systems

Reporting is conducted through attendance records, student progress reports, and coordinator reports for BELT, EAP, and TOEFL Preparation classes as well as any special courses requested by UNCEN. Program evaluation is carried out on an informal basis through discussions with students and teaching staff. Reporting for the Community English courses is usually through attendance records only.

Future Plans

The ELT Center plans to expand the Community English Program from two to four classes in 1991 and to open the classes to all interested government and non-government employees. Plans are also underway to offer lunch-time English communication classes to UNCEN undergraduates who are in their last semester. The availability of teaching staff and resources will determine how quickly these plans can be realized.

PROGRAM INFORMATION

Courses offered include both intensive and part-time formats.

- | | |
|---------------------------|--|
| BELT | : level: basic; 30 hrs/wk for 12 weeks; Module 1 emphasizes communication skills, Module 2 covers all four skills and includes TOEFL Preparation. |
| EAP Extension | : remedial course; 60 to 120 hours for candidates who need to reach minimum entry requirements for EAP II and university entrance; course offered on demand only. |
| ESP | : level: intermediate; 30-hour course offered twice a year; course focus depends on faculty needs; earlier courses covered English for Agricultural Sciences, ESP science reading and writing. |
| Community English | : levels: basic and intermediate; a 10-week course 4 or 5 hrs/wk for SMA/SMP students, 6 hrs/wk for SMA/SMP teachers. |
| Early Bird English | : level: basic; 4 or 5 hrs/wk over 10 weeks. |
| TOEFL Preparation | : level: intermediate; short course of 3hrs/wk over 5 weeks. |

Class Size and Schedule

BELT classes are offered twice a year in July and October. Classes normally run from 07:30 to 14:30. Early morning English classes run from 07:00 to 08:30 twice a week, while the Community English classes run in the afternoons from 14:30 to 17:30. New classes start in January, April and September. The start dates for TOEFL Preparation, ESP, and EAP Extension courses vary and depend upon student demand and numbers.

The average class size for BELT is 10 students and 5 students for EAP Extension classes. Community English courses have an average of 20 students while ESP courses usually have 12 students enrolled.

Curriculum and Materials Development

The ELT Center follows the syllabus developed by UNCEN, Jayapura. Additional supplementary materials have been compiled from a wide variety of sources and include materials for pair work activities, role plays, picture and vocabulary flash cards as well as some self-access materials. Currently, most of the resource materials are being developed by the CUSO ELT Specialist.

Core Texts

Cambridge English Course is used in the Community English classes. For BELT, a wide range of texts are used, some of which are: Listening Focus, Developing Writing, Interactions, and Video English.

Language Testing and Placement

The Nelson Quick Check Test followed by an oral interview is used for student placement purposes in the BELT program. The Cambridge English Course Revision Test is used on an informal basis for Community English courses.

Evaluation for successful completion of BELT and EAP courses is based on the Institutional TOEFL. Promotion from one level to the next in the Community English Program is based on attendance and informal quizzes.

The Institutional TOEFL is offered at UNCEN, Manokwari Campus, while the International TOEFL is held at the Summer Institute of Linguistics (SIL) UNCEN, Jayapura Campus.

Tailor-made Programs: none

Country Specific Orientation

The resources at the ELT Center are not country specific.

Program Fees

Program fees for Community English classes are Rp 1,000 per hour. Fees for faculty members are covered by the university.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

The ELT Center has three full-time staff, of whom two are Indonesian and one is Canadian. Two other native-speakers teach part-time in the Community English program.

Nationalities :	Indonesian	: 2
	Canadian	: 2
	American	: 1

Teaching Qualifications

A bachelor's degree or Sarjana (S1) degree is the minimum requirement for all staff. Native speakers with TESL qualifications and/or teacher credentials are preferred.

Teaching Experience

The Indonesian staff have had experience teaching high school students, undergraduates and faculty members at UNCEN in Jayapura and Manokwari. Native speakers have had experience teaching ESL and/or EAP in Canada and several other countries.

Contract and Length of Service

Indonesian staff are permanent faculty members of UNCEN. There are no fixed contracts for native speakers. The average length of service is from two to three years.

ELT Consultant

At present, an ELT Specialist under the auspices of CUSO is attached to the Eastern Indonesia University Development Project until September 1991. Her job is to coordinate the ELT Center, assist with the development of materials and teach part-time.

Head Teacher/Teacher Ratio: 1:3

Administrative Positions

Coordinator : PT

Support Staff

1 office assistant	:	FT
1 janitor/custodian	:	FT

FACILITIES AND RESOURCES

Classrooms	:	2
Average Size	:	7m x 5m

The newly built classrooms are spacious, well-lit, with white tiled floors and air-conditioners. Each room has a whiteboard, three to five square tables, and comfortable cushioned student chairs. One classroom has a video recorder and monitor. The other classroom doubles as a self-access center.

Other Facilities

Language Laboratory	Yes	
Library	No	have shelves of ELT books
Self-access	Yes	in one of the classrooms
Computer Laboratory	No	1 computer for office use
Teachers' Room	Yes	
Student Lounge	No	
Cafeteria	No	
Student Residence	No	

Teacher Reference Library

Two bookshelves in the office contain over 300 ELT titles related to the teaching of the four skills. In addition, there are over 30 videos in English and 100 cassette tapes. Popular tapes include: **Cambridge English Course, Listening Tasks, Strategies in Listening, and Building Skills for TOEFL.**

Self-access Area

One classroom doubles as a self-access center between 11:00 and 13:00 Monday to Thursday, but these times are subject to change in January 1991. Materials include self-checking grammar and vocabulary exercises, practice TOEFL tests, and novels. There are also two shelves of magazines (*Asiaweek, Newsweek, National Geographic and Time*) for the students to browse through. A teacher is available to assist students who may borrow books and tapes.

Language Laboratory

The air-conditioned laboratory, installed in April 1990, has 16 carrels with Sanyo tape decks and an Elmorenik master console. A video tape recorder is also available. Hours of operation vary but the laboratory is usually open from 07:30 to 14:30 daily. At present, the laboratory is used only for instructional purposes.

Equipment

- 2 overhead projectors
- 4 tape recorders
- 2 video recorders/monitors

ADDITIONAL INFORMATION

Clients

With the year of tourism on the horizon, the ELT Center may offer basic English training to employees from the Export-Import Bank and the Merpati Nusantara Airlines.

Other Information

For the BELT Program, the ELT specialist has organized 30 minute presentations as part of the staff professional development program. Topics covered include: lesson planning, information-gap activities, role plays, time management, and the use of visual aids and video for language teaching.

EXECUTIVE ENGLISH PROGRAMS (EEP)

**Jalan Ganesha 2
Bandung 40132**

Tel : (022) 82702

Contact Persons:

**Jajang Rachmansyah, Director
Ms. Jamilah Ahmad, Director of Studies**

GENERAL INFORMATION

Brief Description

Executive English Programs (EEP) is an Indonesian education foundation which was first established in Jakarta in 1972. The EEP branch in Bandung was opened in 1987. Like the EEP, Jakarta, the Bandung branch offers four main programs: General English, Business/Commercial English, Technical English, and Academic English. EEP accepts private students as well as those funded by government and private organizations. It is managed by a Board of Directors based in Jakarta.

Site and Building

The EEP, Bandung is centrally located at the corner of Jalan Dago and Jalan Ganesha. It is within walking distance of the Institute of Technology Bandung (ITB), and easily accessible by public transportation. The center has six air-conditioned, fully carpeted classrooms, occupying a two-storey renovated Dutch building. In the central area, there is an atrium which is used as an eating area.

Students

Since its opening over three years ago, 1,800 part-time have enrolled. At present, 250 part-time and 25 full-time students are studying at the branch. They comprise corporate employees, government officials, university students, children, and junior and senior high school students.

Reporting System

EEP's reports consist of course evaluations (every 3 months for extensive general English courses and every 5 weeks for intensive ones), attendance records, and student progress reports for sponsored students only. Included in the course evaluation is an assessment of the course texts and reasons for student drop-out. Most of the reporting systems are computerized.

Future Plans

Future plans include the expansion of ESP courses to include, for example, English for Banking. Materials will also be updated.

PROGRAM INFORMATION

EEP offers extensive (part-time) and intensive (full-time) language courses held in-house or on the clients' premises. Consultancies, long-term and short-term, are available to interested clients as well as immersion (residential) programs. Some of the major programs offered are:

- | | |
|------------------------------------|---|
| General English | : levels: 1 to 13, post-elementary/pre-intermediate levels; 50-75 hours, PT; four macroskills with emphasis on speaking. |
| Express English | : levels: high elementary to intermediate; 100-120 hrs per level; four macro skills with an emphasis on speaking and grammar, some reading/writing at higher levels. |
| Oral Presentation Skills | : level: intermediate; 50-60 hours, 4 to 8 hrs a day; focus on speaking skills. |
| English for Children | : levels: elementary to pre-intermediate; 3 hrs/wk, 75 hrs per level; four macro skills; PT and semi-FT. |
| Technical English | : levels: elementary to intermediate; modules include technical report writing, pre-employment training, graded technical English; 100-120 hours in total; PT, 4 to 6 hrs/wk; FT 20 to 40 hrs/wk. |
| Business/Commercial English | : levels: elementary to pre-advanced; modules cover business communication, report and letter writing, English for meetings and negotiations; class hours vary from 40 to 120 per course. |
| EAP | : levels: pre-intermediate to post-intermediate; 120 classroom hours per level; academic skills; PT/FT. |

TOEFL Preparation	: Entry level: TOEFL 360 +; 100 classroom hours, 4 hrs/day for 5 weeks.
GMAT Preparation	: Entry level: TOEFL 475 +; 100 classroom hours, 4 hrs per day for 5 weeks.

Other courses available on demand are: **Preparation for Overseas Study, GRE Preparation, and Teacher Training Workshops.**

Class Size and Schedule

The average class size is 15 with a maximum of 20 students. Full-time Express English classes are held from 08:00 to 16:00. Part-time classes are held either in the morning or in the afternoon. Non-intensive classes are held in the morning, afternoon or evening. New non-intensive classes start in January, April, July and October. In-company class start on request.

Curriculum and Materials Development

Increasingly, curricula and materials are EEP-produced rather than based on published texts. Materials development is done mainly by the materials development staff in the EEP central office, Jakarta. Some is done in the Bandung branch by the Director of Studies. Besides reading materials for accountants, EEP-prepared materials, include: **EEP Advanced, EEP Express Book A,B,C and EEP Course Book.** Materials have also been compiled for TOEFL and business communication courses.

Core Texts

Commercially published textbooks used by EEP include: **Cambridge English Course 1, 2, and 3, and the Headway series.**

Language Testing and Student Placement

Most EEP students are placed on the basis of one of the EEP developed tests, i.e. multiple-choice test batteries designed to measure students' linguistic competence. TOEFL preparation students are placed on the basis of TOEFL. Promotion and end-of-course evaluation are determined on the basis of tests, oral interview (for non-TOEFL students) and teacher assessment. For in-company classes, course completion is determined on the basis of the students' ability to reach course objectives, such as performance in presentation and report writing.

Tailor-made Programs

EEP has had a great deal of experience in designing tailor-made programs. Areas of expertise are TOEFL preparation and business English. Normally two weeks' lead-in time is required.

Country Specific Orientation

EEP has experience in preparing participants for study in the United States and United Kingdom. For USA-bound participants, orientation materials include **How to Survive in America**.

Program Fees

Program fees depend on whether the programs are extensive or intensive. They are determined on the basis of the cost of instruction and study materials.

TEACHING AND ADMINISTRATION STAFF

Teaching Staff

EEP, Bandung has 8 staff members including the Director of Studies (DOS).

Nationalities :	American :	1
	British :	5
	Australian :	2

Teacher Qualifications

A bachelor's degree and a recognized TESL or TEFL qualification is the minimum requirement. All eight of the teaching staff meet this requirement.

Teaching Experience

Teachers have between 1.5 and 3 years experience teaching at EEP in Bandung. Some of them have taught in Yogyakarta and Kediri, East Java. Others have overseas EFL experience in Turkey and Saudi Arabia.

Contract and Length of Service

Contracts for teachers range from 1 to 2 years and are renewable. The average length is 2 years.

ELT Consultant: No

Head Teacher/Teacher Ratio

1 coordinator : 7 teachers

Administrative Staff

1 Director (DOS)	: FT	
1 Program Manager	: FT	
1 Program Coordinator	: FT	doubles as DOS
1 Registrar	: FT	
1 Marketing Manager	: FT	
1 Accountant	: FT	

Support Staff

1 technician	: FT	doubles as draftsman
1 receptionist	: FT	doubles as cashier
1 secretary	: FT	
1 bookkeeper	: FT	
1 marketing staff member	: FT	
1 driver	: FT	
2 office helpers	: FT	

FACILITIES AND RESOURCES

Classrooms : 6 plus a language laboratory
Average size : 6m x 6m

All of the classrooms are air-conditioned and each contains lecture chairs, teacher's table, a whiteboard and a tape recorder.

Other facilities

Language Laboratory	Yes
Library	No
Self-access Center	No
Cafeteria	No
Auditorium	No
Teachers' Room	Yes
Students Lounge	Yes
Student Residence	No

Language Laboratory

EEP has a Sony language laboratory with 24 carrels. It is open 08:00 to 21:00 Monday to Friday, and 08:00 to 14:00 on Saturdays. EEP students can use the language laboratory for independent study whenever it is open. Tapes for self-access purposes include: **Basic Listening Course, TOEFL, Headway and Cambridge English Course.**

Staff Room/Common Room

There is one office and one lunch room which the teachers share. In addition, there is one common room for EEP students.

Equipment

- 2 overhead projectors
- 6 tape recorders
- 1 video recorder (Betamax PAL SL-C7E)
- 1 video camera
- 1 photocopy machine
- 1 television

ADDITIONAL INFORMATION

Clients

The Bandung branch of EEP has served both government and private agencies, for example: the Nusantara Aircraft Industry (IPTN), State Railways (PJKA), Bank Niaga, and Perumtel (State Telecommunication Company).

Head Office

Address : Jalan Wijaya VII/4 Kebayoran Baru, Jakarta Selatan

Telephone : (021) 770812, 773864

Contact Person : Mr. Zen Alibasyah, Director

**PUSAT BAHASA
(LANGUAGE CENTER)
INSTITUTE OF TECHNOLOGY BANDUNG**

**Jalan Tamansari 84
Bandung 40132**

**Tel: (022) 440-245 to 7, 440-253, 438-078, Ext. 694
Fax: (022) 83659 (through Graduate Faculty)**

Contact Person : Dra. Tien M. Soedradjat, M.A., Director

GENERAL INFORMATION

Brief Description

The Pusat Bahasa (Language Center) of the Institute of Technology Bandung (ITB) is new as a center in its own right. It was officially set up in 1989 as a merger of the old "Language Laboratory" of the Faculty of Fine Arts and Design, and the English Language Teaching Unit (ELTU) of the Faculty of Graduate Studies. Having developed from the "Language Laboratory" and ELTU, the Pusat Bahasa has had fourteen years of experience in catering to the English needs of university teachers, undergraduates and the general public.

The Pusat Bahasa is managed by a director and staffed by faculty members of the English section of the Faculty of Fine Arts and Design. The director reports directly to the Rector.

Site and Building

The Pusat Bahasa ITB has recently moved to a new location, on Jalan Tamansari. Like the old location, the new one is situated on the ITB campus, about five kilometers from downtown Bandung. At present it occupies two buildings. One is a two-storey, newly renovated, air-conditioned building containing a director's office, administrative office, teachers' room, one resource room, two rooms for consultation and four classrooms. The other is a two-storey air-conditioned 1970's building which is within short walking distance from the first one and which houses two language laboratories.

Students

Since the days of the "Language Laboratory" and ELTU, a total of 11,988 students have been enrolled in the center, most of them attending part-time classes (2 hours per week classes). The Pusat Bahasa currently has 158 part-time students and 21 full-time students (20 hours per week). The majority of the students are undergraduates from ITB or from other universities in Bandung. The rest are

university graduates, ITB faculty members, and civil servants from government agencies.

Reporting Systems

Reports include course evaluations, course reports, attendance records, and student progress reports. In addition, the Pusat Bahasa submits a monthly financial report to the rectorate. Course evaluation is provided upon the request of the client; it consists of reports and assessment of staffing, course design and financial aspects. To date, none of the reporting systems have been computerized.

Future Plans

The future plans include the teaching of Bahasa Indonesia to expatriates.

PROGRAM INFORMATION

Courses

The following courses are currently offered by the Pusat Bahasa:

General English : level: basic; 4 macroskills; regular (3 hrs/wk for 3 months) and intensive, (35 hrs/wk for 12 weeks) for OTO-BELT programs.

English for Academic Purposes : level: basic; 4 macro- and academic skills; intensive 21 hrs/wk for 12 weeks, for OTO EAP I programs.

TOEFL Preparation : level: advanced; 4 skills, intensive 20 hrs/wk for 3 months.

Class Size and Schedule

The average class size for General English classes and TOEFL classes is 25 students, with a maximum of 30. The OTO classes, whether at the BELT level or the EAP I level, have a maximum of 18 students per class. Being intensive, the OTO classes run Monday through Thursday from 08:00 to 16:30 and 08:00 to 11:00 on Fridays, with a one hour lunch break. Regular General English classes operate in the morning, 2 hours per week; TOEFL preparation classes meet in the afternoon from 13:00 to 16:30. Others, such as tailor-made pre-departure classes, run according to the schedule agreed upon by the Pusat Bahasa and the client group.

Curriculum and Materials Development

Syllabi are developed by the Pusat Bahasa staff, with the objectives in some cases being set by the clients (e.g., OTO BAPPENAS). The Pusat Bahasa does not develop its own materials, except for the test materials which it uses for internal purposes. On an

occasional basis, teachers compile materials to supplement the course books regularly used.

Core Texts

Core Texts regularly used for General English classes include: Cambridge English Course, Meaning into Words, Encounters, Interactions, Streamline, and Exchanges. For the four language skills, some popular books are: Strategies for Reading, Skillful Reading, Person to Person, Task Listening, Communication Games, Keep Talking, Writing Tasks and Writing Ideas. Video materials used by the Pusat Bahasa are: Video English (Macmillan), Person to Person (BBC) and Television English (British Council). For TOEFL preparation classes, the Pusat Bahasa uses Barron's Prentice Hall TOEFL and other materials.

Language Testing and Student Placement

Placement and promotion in General English classes are determined by means of internal test batteries, comprising 50 multiple-choice questions in structure, vocabulary and reading. For OTO and TOEFL classes, Institutional TOEFL is used for placement.

The nearest International TOEFL center is Universitas Islam Bandung.

Tailor-made Programs

Tailor-made programs are provided, on request, in General English, TOEFL preparation, and ESP. Three- to four weeks' lead-in time is usually required.

Country Specific Orientation

The resources at the Pusat Bahasa are not country specific.

Program Fees

Program fees for classes of government agencies, like the OTO's and private companies, are determined through negotiations. For in-house classes, program fees are determined on a cost-per-head basis with each class having no fewer than 18 students. ITB students have a 50% discount.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

There are 13 staff members at present, 5 full-time and 8 part-time.

Nationalities: Indonesian : 13

Teacher Qualifications

Indonesian staff must be graduates of the IKIP or the Faculty of Letters of a university, with a major in English. Of the 13 full-time

ITB, Bandung

and part-time teaching staff members, 5 hold master's degrees, four of which are from overseas universities.

Teaching Experience

Ten of the teaching staff members have had teaching experience in Australia, Britain, the USA, and Singapore. Some have had experience in teaching English to refugees on Galang Island.

Contract and Length Service

Non-permanent teachers are hired on a course-contract basis, usually three months. The average length of service of the teaching staff is between 2 and 4 years for the new full-time staff, and over 10 years for the senior full-time and part-time staff.

ELT Consultant

A link program has been established between the Pusat Bahasa and the University of Leeds through the auspices of the British Council. Under this scheme, an ELT consultant from Leeds visits ITB twice a year and ITB faculty make short-term visits to Leeds for discussions and project planning meetings.

Head Teacher/Teacher Ratio

Depending on the kind of course, the ratio is 1:4 or 1:5.

Administrative Staff

1 Head of the Pusat Bahasa	: FT
4 Program Coordinators*	: FT
2 Materials Coordinators*	: FT
1 Office Manager cum Teacher	: FT

* The coordinators also teach part-time

Support Staff

1 academic counselor	: FT
1 resource center coordinator	: FT
2 resource center clerks	: FT
1 technician	: FT
1 secretary/bookkeeper	: FT
1 bookkeeper/teacher	: FT
1 office clerk	: FT

FACILITIES AND RESOURCES

Classrooms	: 5
Average size	: 6.5m x 6m

All of classrooms are air-conditioned and fully furnished with a whiteboard, TV, overhead projector, video recorder and tape recorder.

Other Facilities

Language Laboratory	Yes	
Library	Yes	in resource center
Self-access Center	Yes	in resource center
Computer Laboratory	No	access to ITB
Teachers' Room	Yes	
Student Lounge	No	
Student Residence	No	
Auditorium	No	access to campus
Cafeteria	No	
Conference Room	No	

Library/Self-access Facility

The Pusat Bahasa has a well-developed self-access facility cum library, called the Resource Center. The center has a seating capacity for 66 students and is managed by a full-time coordinator. Hours of operations are from 08:00 to 16:00 Monday to Thursday, and 08:00 to 11:00 on Fridays and Saturdays.

At present the resource center has 1,119 ELT and subject specific titles, 498 audio cassettes and 233 videos. Besides 4 televisions, the resource center has 2 computers with some CALL software for independent study purposes. Most materials are for in-house use only. Students are allowed to borrow novels.

Language Laboratory

The Pusat Bahasa has two SONY ER-740 language laboratories, each consisting of 30 booths and one master control. The laboratory is open five days a week, Monday to Friday from 08:00 to 16:00. At present, it is available for instructional purposes only. It has a large collection of audio cassette tapes for listening practice, and video tapes for class viewing. Students wishing independent listening practice use the self-access facility in the Resource Center.

Computer Laboratory

The Pusat Bahasa does not have a computer laboratory of its own. However, its students have access to the ITB central computer laboratory, either for regular computer courses or for individual projects. The laboratory consists of 25 PCs (in addition to the 20 free-standing sets) with 4 printers. It is open six days a week (except on holidays) from 07:00 to 23:00.

Staff Room/ Common Room

There is one staff room which also functions as the teachers' office. No student common room is available at present, but there is some space where students can have refreshments. A seminar room is available.

Equipment

The following equipment is available in the Pusat Bahasa premises:

ITB, Bandung

- 4 overhead projectors
- 4 tape recorders
- 12 video recorders, Sony
- 2 photocopy machines
- 15 televisions
- 1 slide projector
- 2 fast copiers
- 2 computers for office use

ADDITIONAL INFORMATION

Clients

The Pusat Bahasa's clients have included: Overseas Training Office of BAPPENAS, University of Parahiyangan (non-government), Bina Marga (road construction), PT Gambung (a private company), and LIPI (the Indonesian Science Foundation).

**THE BRITISH INSTITUTE (TBI)
(YAYASAN PENDIDIKAN DAN LATIHAN)**

**Jalan R.E. Martadinata 63
Bandung 40115**

Tel: (022) 441-465

Fax: (022) 441-465

Telex: 28276 PHEGAR 1A Attn.TBI

Contact Person: Mr. Gary O'Neill, Director of Studies

GENERAL INFORMATION

Brief Description

Established in 1984, the British Institute (TBI) is an English language teaching organization, catering to the government, industry and the general public. It is a non-government institute managed by a board of directors, consisting of the "ketua" or director, the principal teacher and an appointee of the Bell Educational Trust, Cambridge, England. It accepts private students and offers a variety of training options including: English for Academic Purposes, English for Occupational Purposes, General English and English for Children.

Site and Building

The British Institute is conveniently located on a major Bandung bus route, familiarly known as Jalan Riau, three minutes from the city center. The white, neo-classical Dutch building, fronted by ionic porticoes, is easily recognisable. Built circa 1900, this single storey building is newly renovated and rented by the organization from the Government of Indonesia. Its location is in the area of a number of major educational institutes such as: the Institute Technology Bandung and the Goethe Institute. In brief, the language institute has seven, classrooms surrounding a student resource center.

Other Locations

Bandung was the head office of the British Institute until 1988, when a new head office opened in Jakarta and Bandung became a branch center.

Students

Since its opening in 1984, approximately 1,800 part-time and 275 full-time students have studied at the British Institute, Bandung. The largest demand comes from university students and school children (8-12 years and 12-16 years). Currently, more than 500 language learners are enrolled, mostly on a part-time basis (3 hours per week).

Two main categories of programs are distinguished: firstly, general English classes for individual university students, company employees and children; and, secondly, non-general English classes for more client-organized groups of company employees and government-sponsored, overseas fellowship candidates.

Reporting Systems

Student progress reports and attendance records are produced for all individual students every four weeks. Coordinators' reports are added to this student profile for reports on groups, mostly on clients' demand. Program evaluation is an integral part of the organization but is only formally reported if demanded by clients. Much of the reporting process is computerized, including all financial reports and student data (age, level, date of entry and exit, attendance).

Future Plans

The British Institute sees a 10% to 20% increase in student and teacher numbers in the near future but is not pursuing expansion aggressively. Areas for planned focus include; adding to the materials and software of the Student Resource Center (SRC) and increasing the number of computers available for student use. Three computers were bought in November 1990 (to add to the four existing computers in the SRC) but had not been installed at the time of the visit.

PROGRAM INFORMATION

TBI categorize their courses into two areas: firstly, "for the general public" and secondly, "for government and industry".

The first category takes individuals into on-going courses organized at the center, while the second is organized on request for groups and can take place either in the center or at the workplace. Such off-site consultancy training in occupational or academic purposes courses has been offered in Java, Sumatra and Kalimantan to date.

The variety of full-time (FT) and part-time (PT) courses offered by TBI include:

For the General Public

General English

: levels: beginners to advanced in ten stages; four macroskills emphasizing oral skills; PT courses run 2 x 1.5hrs/wk for a 12 hour cycle; 12 monthly cycles start per year; beginner to intermediate (levels 1-8) run for 60 hours per level; upper-intermediate to advanced (levels 9-10) run for 100 hours per level.

- Intensive General English** : levels: beginner to advanced; intensive form of General English courses; PT course; duration 15 hrs/wk; monthly entry available throughout the year; small class size.
- Pre-departure Training** : level: beginner to intermediate; entry and exit at end of any of levels 1 to 7; optional EAP module to the Intensive General English course; consisting of writing, listening and note-taking, reading, self-directed learning, research and reference skills; FT course 34.75hrs/wk plus 4hrs/wk of assignments.
- TOEFL Preparation** : level: TBI level 4 (TOEFL 400+) required; course based on specimen examination materials; 20 hours' instruction (3hrs/wk) covering examination content and strategy plus 20 hours of homework required; offered 6 weeks prior to each TOEFL date.
- FCE and CPE Preparation** : level: TBI level 4 required; courses run before examinations twice yearly; course emphasizes test content and strategies; 20 hours of instruction (3hrs/wk) plus 20 hours of homework.
- English for Children/Teenagers** : level: TBI levels 1 to 4; PT course, 90 hrs per level, 2 hrs/wk; four macroskills; specifically oriented to General English course for 7-11 and 12-16-year olds; material relevant to age group.
- Bahasa Indonesia** : levels: beginner to advanced; course runs on a group part-time basis for 3 hrs/wk in the evenings.

For Government and Industry

- EOP/Technical English/English for Business** : levels: beginner to advanced in ten stages; four macroskills; priority defined by client; wide range of special areas and skills from public speaking for senior management to telephonic exchanging of coordinates for satellite trackers; course length and hrs/wk defined by client.

Class Size and Schedule

For all classes at the center, the maximum number of participants per class is 18 with an average class size of 12. The maximum for the Intensive General English class is 12 with an average of 6. Pre-departure and test preparation classes average 8 students.

The school operates on an 11.5 x 4-week cycle for 46 weeks in the year. Cycles generally begin monthly. Only for one week in the month of Ramadan is the school closed. There are no General English courses for six weeks in the year. The school will remain open if necessary for clients.

Curriculum and Materials

The majority (90%) of the materials used at TBI are British, but there is no policy that only British materials should be used. General English resource materials are produced as an integral part of the work of the teachers with an average of 8 hours per week being spent per teacher on materials development. For ESP purposes, the assigned program coordinator, with assistance from the Director of Studies (DOS) and/or the Principal Instructor, is responsible for materials development, these courses being of the specialized technical type, such as electronics and management, etc.

Core Texts

General English courses are based on the Cambridge English Course, with *Streamline English*, *Meanings into Words*, *Headway* and *Options* being some of the other popular texts used. For the EAP courses, *Critical Thinking/Critical Choices* and *Patterns of Facts*, among others, are added. The English for Occupational Purposes courses utilize the *Focus* and *Nucleus* series, if relevant; and for the Business English courses, the texts *We Mean Business* and *We're in Business* are often used.

Language Testing and Student Placement

The language center conducts its own written placement test or uses the *Nelson Placement Test*, of which there are 4 versions. 150 people can be accommodated at one sitting and there is a 3-day turn around. After the written test an oral interview is given.

TBI will estimate TOEFL, FCE or CPE scores before registering participants for the examination preparation courses.

To advance from one level to another in the General English courses, a relatively informal Cycle Test is conducted every 12 hours. After every 60 hours for beginners to intermediate or 100 hours up to advance, a Level Test is conducted, consisting of a grammar test, a listening test and a writing test. These tests, together with a teacher's assessment of course work, provide a profile of each student's progress.

TOEFL, IELTS or custom-written tests can be conducted for client groups on demand. Triad English Center is the nearest Institutional TOEFL center and the Institute of Technology Bandung (ITB) is the nearest International TOEFL center. TBI is an authorized

center for the University of Cambridge Local Examinations Syndicate.

Tailor-made Programs

At least two weeks' notice is required to produce a tailor-made program; however, a month's lead-in time is preferable. TBI has had much experience in producing such programs for different clients, particularly PT Indosat, Canadian Pacific/PJKA, National Semiconductor, the Nusantara Aircraft Industry (IPTN) and the Directorate of Geology.

Drawing on the present staff's experience such programs could be set up in the areas of aeronautics, tourism, telecommunication, hydrocarbons, electronics and subject-specific EAP.

Country Specific Orientation and Materials

The institute has had some experience in preparing students to go to Canada and Britain. They have a client arrangement with the University of New Brunswick and the British Council, which have provided materials, such as published texts and videos on these countries. They also have an immediate link with TBI, Jakarta that can provide materials from relevant libraries, educational advising centers and embassies.

Program Fees

Program fees are based on the school's total hourly cost, including depreciation. Consultancy programs are calculated on a man-month basis, plus school overhead.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

The British Institute employs eleven full-time staff and one part-time staff member.

Nationalities:	Indonesian	:	4
	British	:	8

Teacher Qualifications

For Indonesians there is no minimum requirement, as Indonesian staff are recruited to match a client's requirements. Native English speakers are required to have a degree or teaching certificate plus the Royal Society of Art's (RSA) Preparatory Certificate in EFL and one academic year's TEFL experience.

Staff recruitment internationally is through the Bell Educational Trust, which makes a minimum of 4 monitoring visits per year. In-country recruitment is based on an interview and demonstration lesson. Of the current Indonesian staff members, one teaches Bahasa Indonesia and two teach English.

Teaching Experience

Indonesian staff have teaching experience in private companies and at the refugee camp in Galang with the School of International Training. Native speakers have experience teaching abroad, mainly in Europe.

Contract and Length of Service

There are no permanent staff members at the institute. All are hired on contract which for local hire extends for 12 months and for overseas hire for 18 months. Two years is the average length of service at the center.

ELT Consultant

TBI is affiliated with The Bell Educational Trust, Cambridge, England, which assists the institute with teacher recruitment, teaching materials and professional advice.

Head Teacher/Teacher Ratio: 1:4

Administrative Positions

1 Director (Ketua)	PT
1 Principal Instructor	PT
1 Director of Studies/ Materials Coordinator	FT
1 Office Supervisor	FT
1 Senior Teacher	FT

Support Staff

1 student advisor	PT
1 librarian	PT
1 clerk	PT
1 receptionist	FT
1 secretary	FT
1 bookkeeper	FT
1 student support staff	FT
1 cashier	FT

Note: The 5 full-time support staff also cover the jobs of the 3 part-time staff members when they are not on site.

FACILITIES and RESOURCES

Classrooms : 7
Average Size : 5m x 5m

Although not air-conditioned, the classrooms are bright and airy. Each is carpeted and equipped with student chairs, an OHP, tape recorder, whiteboard and overhead fan.

Other Facilities:

Language Laboratory *	Yes
Library *	Yes
Self-access Facilities*	Yes
Computer Laboratory *	Yes
Student Lounge *	Yes
Auditorium	No
Teachers' Room	Yes
Cafeteria	No
Student Residence	No

- * These facilities are situated in one room called the Student Resource Center (SRC). The library holdings are small.

Library/Self-access/Computer Area

The Student Resource Center (SRC) is located in the central area of the building. It houses the library, which has total holdings of 200 books, 175 of which are ELT titles including: dictionaries, grammar books and graded readers. Only the graded readers can be taken out on a 3-week loan period.

The SRC also holds a growing collection of in-house collated and produced resource materials. Twenty five videos are available for self-access and classroom use, together with 200 audio cassettes, of which 50 to 60 can be self-accessed.

In the same area are 4 computers, 6 language laboratory carrels and 6 reading carrels, a total capacity of 16 work stations. The center has a self-access facilitator available at peak hours only. Support staff take responsibility for the SRC at other times.

An ELT reference library is located in the staff room. Journals and magazine subscriptions include *EFL Gazette*, *Time*, *Newsweek*, and *Guardian Weekly*. These are available as references in the SRC.

Staff Room/Offices

A new staff room has just been built onto the back of the old premises, which overlooks the back lawn area. It is bright and open. Teachers share the room as a lounge area with work desks along the wide back window. Materials and equipment are also stored in this room.

Equipment

- 7 overhead projectors
- 8 tape recorders
- 1 video tape player (SONY)
- 1 video camera (SONY)
- 2 photocopy machines
- 1 television
- 1 slide projector

ADDITIONAL INFORMATION

Clients

Major clients of TBI include: The British Council, CIDA, United Nations, Asian Development Bank (ADB), World Bank, Mobil Oil, Totale Indonesie, PT Arun, PT Indosat, PJKA/Canadian Pacific Railways, IPTN/Nusantara Aircraft Industry, Bank Niaga, BUKOPIN (state co-operative bank), Dutch Embassy, PT Kimia Farma (pharmaceuticals).

Head Office

Name : The British Institute (TBI)

Address : Setia Budi Building 2
Jl. H.R. Rasuna Said
Kuningan, Jakarta 12720

Contact Person : Mr. Ken Trolland, Director of Training

Telephone : (021) 512-044, 516-750

TRIAD ENGLISH CENTER

**Jalan Purnawarman 76
Bandung 40116**

**Tel: (022) 433104, 431309, 431149
Fax: (022) 431149**

Contact Person: Drs. Sutoyo Sugiharto, Director

GENERAL INFORMATION

Brief Description

The Triad English Center (TEC), founded in 1980, is a private English language training center and language bookstore managed by the Director (who is also the owner), and a General Manager. The center offers general and conversational English classes as well as TOEFL and Cambridge First Certificate in English (FCE) preparation.

Site and Building

Located in Northern Bandung near the Institute of Technology Bandung (ITB), TEC can be easily reached from all corners of the city along the main bus routes. The center rents a 1940s one-storey house that has been converted into a small language center. The front reception area contains a bookstore with floor to ceiling shelves of English language books, Chinese and Japanese dictionaries, and Management books. All books are for sale to the general public.

Branches

In 1987, TEC opened a branch office in Jakarta.

Students

Since its opening ten years ago, over 30,000 part-time students have taken language courses. At present, 300 students are enrolled in courses from 3 to 9 hours per week. Two-thirds of these clients are high school students. The other third are primary, junior high school, university students, and in-company employees.

Reporting Systems

TEC reports consist of attendance records and a teacher log book for each class. Every three months there are student progress reports which include test scores for each skill area and teacher recommendations. Program evaluation is carried out by the teaching staff who discuss each student's progress and critique the textbooks used for each course. All of the records and reports are computerized.

Future Plans

Plans include the opening of a branch in Semarang in 1991.

PROGRAM INFORMATION

TEC's course offerings are all on a part-time basis.

- | | |
|--------------------------------|---|
| General English | : levels: basic to advanced (22 levels in total); four macroskills covered; each level takes 36 hrs over 12 weeks, class held twice weekly for 90 minutes each. |
| Conversational English: | level: 9+; 1.5 hrs twice weekly taught by native speakers. |
| Technical English | : level: intermediate; English for the Telecommunication Industry. |
| Business English | : level: intermediate; in-company business communication course; 4 hrs/wk. |
| ESP | : level: intermediate; English for banking, tourism, and medical science. |
| Cambridge Tests | : Cambridge Preliminary English Test and First Certificate in English (FCE). |
| TOEFL Preparation | : level: intermediate; intensive course, 72 hrs for 2 months, regular course is 54 hrs over 3 months. |
| Mathematics/GMAT | : for private students only. |
| English for Children | : levels: beginners to intermediate; ages: 8 to 12; 36 hrs over 12 weeks. |

Class Size and Schedule

General English classes start every 12 weeks. Intensive TOEFL class starts 2 months prior to the International TOEFL while regular TOEFL classes start only on request. The average class size is 15 for General English classes. TOEFL and FCE preparatory classes range from 6 to 10 students as do the Conversational English classes. Most classes are held from 16:00 to 19:00 with children's classes scheduled from 14:00 to 15:30.

Curriculum and Materials

Software programs for TOEFL preparation have been developed in-house and are for sale.

Core Texts

Cambridge English Course and Headway are used with General English classes; Start with English with children's classes; and Longman Advanced English and Success at First Certificate for FCE Preparation. TOEFL classes use Barron's materials and many other published materials.

Language Testing and Student Placement

Placement is determined by a written placement test developed in-house. A sample TOEFL is administered to all prospective TOEFL students.

Evaluation for successful completion of one level and advancement to the next is based on teacher prepared level tests. In addition, students in levels 1 to 10 have a conversation test, those in levels 11 + have an interview.

TEC takes TOEFL registrations. The nearest International TOEFL is the University of Islam Nusantara in Bandung.

Tailor-made Programs

Most of TEC's experience in this area is as consultant. Recently they set up an English and computer skills course for the School of International Communication, Purwakarta. Lead-in time is normally one year.

Country Specific Orientation

TEC has set up a computer information service called TOSA (Triad Overseas Study Agency) which contains information on 1300 universities and colleges in the USA, including tuition fees and student enrollment. Students interested in undergraduate studies can access this information. TEC will also process their applications.

Program Fees

Program fees vary according to the type of program.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

There are 5 full-time native speakers and 16 part-time teachers, of whom two are native speakers.

Nationalities :	Indonesian	: 15
	American	: 4
	British	: 1
	New Zealand	: 1

ELT Consultant : none

Teacher Qualifications

The minimum qualification for Indonesian teaching staff is a Sarjana (S1) in English Literature from a recognized university with five years of teaching experience. Native speakers require a bachelor's degree in English literature, with a diploma or certificate in TEFL or TESL. Currently, 4 staff hold master's degrees and 4 diplomas in TESL.

Teaching Experience

The staff has had a wide range of experience teaching government and private students.

Contract and Length of Service

Contracts for native speakers are for a one year period and can be renewed. Indonesian staff contracts are on-going. The average length of service is between two and three years for most staff.

Head Teacher/Teacher Ratio: 1:20

Administrative Staff

1 Director	: FT
1 Vice-Director	: FT
1 Registrar	: FT
1 Marketing/Office Manager	: FT
1 Program Coordinator and Translation officer	: FT
2 Assistant Coordinators	: PT
1 Overseas Studies Consultant	: FT
1 Materials Purchasing Clerk	: PT

Support Staff

1 technician	: PT
3 receptionists	: FT
2 accounting clerks	: FT
5 marketing staff for books	: FT

FACILITIES AND RESOURCES

Classrooms : four main classrooms, with three smaller rooms in the back.

Average Size : medium (5m x 5m); small (3m x 4m)

Each of the four classrooms has chairs and a whiteboard. Two of these classrooms are air-conditioned and two have fans. One of these classrooms doubles as an office when no classes are scheduled.

Other Facilities

Language Laboratory	No	
Library Room	No	has library books for loan
Self-access Center	No	
Computer Laboratory	No	
Teachers' Room	Yes	
Auditorium	No	
Cafeteria	No	
Student Lounge	No	
ELT Bookstore	Yes	

Teachers' Room

The teachers' room is a small work area that contains a computer for teachers' use, reference books and other teaching materials. A cupboard in the corridor contains over 200 novels that students can borrow.

ELT Bookstore

The bookstore has over 6,000 titles that include ELT journals, dictionaries, novels, economic and business references, as well as TOEFL, GMAT, GRE, SAT, and FCE test preparation materials. There are also over 100 videos in English and 1000 ELT audio cassettes for sale. The store is open Monday to Friday from 08:00 to 20:00, and on Saturdays from 09:00 to 17:30. Teachers have access to some of the materials in the bookstore.

Equipment

- 2 overhead projectors
- 5 tape recorders
- 2 video recorders
- 2 monitors

ADDITIONAL INFORMATION

Clients

TEC has served both government and non-government agencies. Clients have included: PTP XII (Plantation 12), Central Asia Insurance, IPTN (Nusantara Aircraft Industry), TEXTIBRE (textile industry), Bank of Central Asia, BAPINDO (Indonesian Development Bank), BUKOPIN (Cooperative Bank), PT INTI (Telecommunications Industries), PT Unilever (Soap Industry), ASTRA/United Tractors, Studio East, and Eldorado Night Club.

Other Information

Linkages

TEC is a student admission agent for San Diego State University and Pitman Education and Training Limited, International House.

Triad is also the sole distributor in Indonesia for Oxford University Press and Graham Press. Their agreement includes licenses to reprint tapes from Oxford, Graham Press, Cambridge University Press, and Prentice Hall.

TRIAD has a on-going working relationship with International House in London. They send students to International House for further studies and International House allows them to place advertisements to recruit teachers from England. Teachers are also recruited from the USA through the "Princeton in Asia" program.

INTENSIVE ENGLISH COURSE

**Jalan Pierre Tendean 21
Semarang**

Tel: (024) 2666

**Contact Person:
Mr. Y. Bambang Triyono, Branch Manager**

GENERAL INFORMATION

Brief Description

The Intensive English Course (IEC) is a private language institution with headquarters in Jakarta and branches in Bali, Java, and Sulawesi. The Semarang branch was established in November 1983 and offers General English courses. It is managed by a branch manager who reports directly to the Board of Directors, based in Jakarta. All major policy decisions are made at the IEC headquarters.

Site and Building

The IEC occupies a 1927 art-deco house that was formerly the showroom for Terrazzo tiles. The front and side areas have been converted into nine classrooms, with plywood partitioned walls. The owners of the house still occupy the back area. There is ample parking in front. The school is centrally located in Pringin area, one kilometer from a main shopping area and four kilometers from Simpanglima Square. Local buses regularly pass by the school.

Branches

The IEC headquarters in Jakarta was established 22 years ago. Since then, branches have been opened in Bandung, Bogor, Denpasar, Depok, Magelang, Padang, Bekasi, Tangerang, and Ujung Pandang.

Students

IEC, Semarang currently has 1273 part-time students enrolled. Since its start up, approximately 18,400 have studied at this IEC branch. The largest group of students are university students and company employees, the remainder being junior high school students and children.

Reporting Systems

Reporting is conducted through attendance records, course reports, and teacher progress reports. Certificates are provided, upon request, to those students who have past the English language test for levels 1 to 6.

Future Plans

IEC plans to sound-proof the classrooms and to increase its enrollment.

PROGRAM INFORMATION

Courses

IEC currently has over 100 part-time general English language classes, mostly at level 1. In the past, IEC has conducted special group classes for engineers and university teachers. These special classes are still available on demand. In addition, IEC offers daily free conversation groups for registered students and assistance to those students who have special language problems and/or require an independent study program.

General English : levels: 1-6; 3 hrs/wk over 3 months; morning & evening classes; focus on basic communication skills.

English for Children : level: basic; 1.5 hrs twice a week over 4 months, certificate gives breakdown of skills to support school training.

Class Size and Schedule

The average class size is 20 for General English level 1, and 15 for levels 2 to 6 and the children's program. The General English classes are available from 07:00 to 11:45 or from 15:00 to 19:45 daily. Children's classes are held from 15:00 to 16:30 during the week.

Level 1 English classes open every month and levels 2 through 6 on demand. New students join existing classes and move up a level every three months. Children's classes open once a year and the children move up a level every four months.

Curriculum and Materials

All IEC branches use **Gateway: English for Communication**, which has been adapted and/or compiled by the IEC staff under the supervision of the Director of Studies in Jakarta.

Core Texts

Creative English Series 1 and 2 is used for junior high school (SMP) and senior high school (SMA) students. **Gateway** is used for the General English course. Students purchase the course texts and exercise books.

Language Testing and Student Placement

Testing for placement and advancement from one level to the next is through internal tests which are standardized at all branches. Level tests include grammar, reading, listening and an oral interview. The interview questions are decided by each teacher who bases them on work covered in class.

The nearest Institutional TOEFL is held in Jakarta. The nearest International TOEFL is held at Gadjah Mada University in Yogyakarta.

Tailor-made Programs : none

Country Specific Orientation:

The resources at IEC are not country specific.

Program Fees

Program fees are determined by the head office in Jakarta.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

IEC has 4 full-time and 10 part-time staff members. At present, six of these staff members are English teachers from IKIP.

Nationalities : Indonesian : 14

Teacher Qualifications

A Sarjana Muda (three year bachelor's degree) is the minimum required. If staff have had no teaching experience then they are required to do a practicum at the school.

Teaching Experience

Most staff have had experience teaching high school students before joining IEC.

Contract and Length of Service

There is no fixed contract. The average length of service is from 3 to 4 years.

ELT Consultant : none

Head Teacher/Teacher Ratio : 1 : 14

Administrative Positions

Director, Jakarta	: FT
Director of Studies, Jakarta	: FT
Director of Finance, Jakarta	: FT
Branch Manager, Semarang	: PT

Support Staff

6 assistants for learning center	:	PT
2 receptionists/bookkeepers	:	FT
1 clerk for tests, book supplies	:	FT
1 clerk for equipment maintenance	:	FT

FACILITIES AND RESOURCES

Classrooms	:	nine
Average Size	:	4m x 5m

The center part of the house has been partitioned into five classrooms with a reception area in the front. These classrooms are windowless but air-conditioned. In addition, three areas in the back of the house as well as the veranda area on one side of the house, have been converted into classrooms with fans. All classrooms have blackboards and student chairs.

Other Facilities

Language Laboratory	No	has a combined listening and video room with headsets
Self-access Center	No	has an open learning center area
Computer Laboratory	No	
Teachers' Lounge	Yes	
Student Lounge	No	
Cafeteria	No	
Student Residence	No	

The Open Learning Area

The back part of one classroom has been made into a small open area learning center with six arm chairs. Part-time assistants are available Monday to Saturday, 07:00 to 10:30 and 16:30 to 19:00 to distribute or check students' homework.

Gateway workbooks, which the students purchase, are used for homework assignments. They contain unit tests and reading comprehension passages.

Listening and Video Room

The listening room is open daily for class use and from 08:00 to 08:30 and 16:00 to 16:30 for self-access purposes. The room contains 20 stools with headphones hooked up to a master console. Each class spends 45 minutes per session in the laboratory. Popular tapes include: **New English 900, Pathways, and Listen for It.** The laboratory also functions as a video room for instructional purposes.

Teachers' Lounge

The teachers' lounge contains lockers for materials and a sitting area with a fan.

Equipment

- 2 tape-recorders
- 1 Sony video recorder
- 1 television

ADDITIONAL INFORMATION

In addition to the general public, IEC Semarang has served Dinas Perindustrian (Department of Industry) and university teachers from UNTAG (August 17th University).

Head Office

Address : Jalan Jatinegara Barat 187, Jakarta 13310

Telephone : 819-3656, 819-1161

Contact Person : Drs. E. V. Surardjo, Director

**LANGUAGE CENTER
FACULTY OF LANGUAGE EDUCATION
AND ARTS
INSTITUTE OF TEACHER TRAINING AND
EDUCATION, IKIP SEMARANG**

**(Sanggar Bahasa
Fakultas Pendidikan Bahasa dan Seni
Institut Keguruan dan Ilmu Pendidikan, IKIP)**

**Jalan Kelud Utara III
Semarang 50231**

Tel: (024) 311506

Fax: (024) 311510

Contact Persons :

**Drs. Hartono, Head of English Department
Dr. Soelistia, Manager of the Community Development Program**

GENERAL INFORMATION

Brief Description

Sanggar Bahasa is a project in the Community Development Program which has been offering part-time English classes to the general public since 1986 and prior to that through the Balai Bahasa, Faculty of Language Education and Arts, IKIP. The project is currently managed by a project manager who reports to the Head of the English Department and the Dean of the Faculty of Language, Education and Arts at IKIP, Semarang.

Site and Building

As part of the IKIP campus, the six classrooms and two air-conditioned laboratories are clustered on the top of a hill on the IKIP campus, three kilometers from the main city square. The administrative offices and teachers' room are in two separate buildings below. The low-rise whitewashed buildings date back to the 1970s.

Students

Currently, the community project has 60 students studying English for nine hours a week. Since 1973, 1200+ students have taken language training. The majority of the students are adults working in Semarang.

Reporting Systems

Reports consist of attendance records and student certificates, which are issued upon successful completion of the courses. No reports are computerized.

Future Plans

IKIP is presently building a new 125-hectare campus at Sekaran Gunung Pati, six kilometers from the present campus. The Faculty of Language Education and Arts plans to move there within the next five years. More immediate plans include the implementation of on-going program evaluation for the English language courses.

PROGRAM INFORMATION

Course offerings at present include:

General English : levels: pre-intermediate to pre-advanced; integration of the four skills with an emphasis on communication; 9 hrs/week.

TOEFL Preparation : level: intermediate; 9 hrs/wk for 4 months; offered on demand.

ESP : formerly offered to bank employees, still available on request.

Class Size and Schedule

The average class size is 20 with a maximum of 30 for General English classes and 25 for TOEFL preparation classes. Currently, all classes are offered in the evenings from 17:00 to 20:00. All courses start on demand with no fixed starting dates each term.

Curriculum and Materials Development

Sanggar Bahasa does not develop its own materials.

Core Texts

For the General English classes, **Mainline Progress A/B** are used at the intermediate level, and **Mainline Skills A/B** for the advanced level. The TOEFL course uses commercially prepared material.

Language Testing and Student Placement

Sanggar Bahasa has developed its own internal English test for placement purposes. Advancement to the next level is determined by teacher-made tests. The conversation component of the classes has a final oral interview given by the classroom teacher.

The nearest venue for the Institutional TOEFL is Diponegoro University in Semarang; that of the International TOEFL is at Gadjah Mada University in Yogyakarta.

Tailor-made Programs

Currently, there are no tailor-made programs. In the past, IKIP developed special language training programs for employees at the state-owned Plantation PTP 18, the Regional Development Bank (BPD), and the Institute of Religious Affairs (IAIN). One month's lead-in time is normally required.

Country Specific Orientation : none at present

Program Fees

All programs run on a cost recoverable basis with fees based on the highest predicted expenditure for a four-month period.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

Twenty-eight teaching staff at the IKIP are available, on a part-time basis, but less than ten teach in the Community Education program at any one time. Currently there is one volunteer teacher from the Australian Overseas Service Board.

Nationalities :	Indonesian	: 28
	Australian	: 1

Teacher Qualifications

A Sarjana (S1) degree or its equivalent is the minimum requirement for the Indonesian staff. For native speakers of English, a bachelor's degree with experience in TEFL is required. Of the present IKIP staff, 7 hold master's degrees in Linguistics or Educational Technology; 3 hold Ph.D. degrees, two in Language Education and one in Library Science.

Teaching Experience

All staff have had experience in both government and private institutions.

Contract and Length of Service

All Indonesian staff have permanent status. They teach English part-time in the Community Education Program and the balance of the time to undergraduates in the Department of English, Faculty of Education and Art. Volunteer teachers from Australia normally stay two years.

ELT Consultant : no

Head Teacher/Teacher Ratio :	1 : 6	for Community Programs
	1 : 28	for the English Department

Administrative Positions

1 Project Manager : PT also Head of the Library

Support Staff

1 project manager : PT
 1 secretary : PT
 1 cashier/treasurer : PT
 2 administrative assistants : PT

FACILITIES AND RESOURCES

Classrooms : 6

Average Size : large (8m x 12m), medium (7m x 9m), small (4m x 7m)

Each classroom has student desk chairs, a table, and a black or whiteboard. None are air-conditioned.

Other Facilities

Language Laboratory	Yes	IKIP has two laboratories use of central library
Library	Yes	
Self-access Center	No	
Computer Laboratory	No	
Teachers' Room	Yes	
Auditorium	Yes	access to campus
Cafeteria	No	
Student Lounge	No	
Student Residence	No	

Library

The IKIP library is a three-storey building containing more than 31,000 titles of which 1500+ are ELT holdings. Current ELT magazines include: **Systems, Cross Currents, ESP, Language Learning, Modern Language Journal and Forum**. The hours of operation are from 07:00 to 19:30 from Monday to Thursday. It closes at 11:00 on Fridays and 12:30 on Saturdays. IKIP students can borrow general books and request photocopies of journal or reference articles. Outsiders may use the facilities but cannot borrow books.

Language Laboratories

IKIP has two language laboratories. One is a new 1989 National laboratory with 48 carrels and a computerized console. The other is a 1975 Sony laboratory with 30 carrels and a video facility. Hours of operation are from 07:00 to 13:00 Monday to Friday. Individuals may use the Sony laboratory for independent study.

Teachers' Room

Twenty nine teachers from the English Department share an office in the building next to the administration offices. The room has tables and chairs for nine staff, three cupboards of reference materials and a lounge area.

Equipment

- 4 overhead projectors
- 3 taperecorders
- 1 television
- 1 slide projector
- 1 film projector
- 1 fast dubbing machine

ADDITIONAL INFORMATION

Clients

The following clients have used the services of the language training facilities at IKIP: Dinas Perkebunan Central Java (Central Java Plantation Agency), PTP VIII Central Java, Regional Development Bank (BPD), the Government Institute for Islamic Studies (IAIN), and the State Business Bank (BDN) in Semarang.

Other Information

What is now known as Sanggar Bahasa used to be called Balai Bahasa Semarang (BBS), which was set up by the Department of Education, Jakarta, in 1976. The BBS was in operation until 1983 when its status was change to Balai Bahasa dan Pengabdian Masyarakat FKSS (Language Center and Community Services, Faculty of Literature and Arts) IKIP, Semarang. In 1986, its status was change again to a project in Community Development, dealing especially with English language teaching to adults. For the past four years, English classes have been offered less regularly than before, probably because no permanent administrators have been appointed to manage the project. The teaching has been conducted by staff members of the English Department with the Department Head and Dean of the Faculty as supervisors.

**SERVICE ENGLISH UNIT (SEU)
DIPONEGORO UNIVERSITY**

**Jalan Hayam Wuruk 3
Semarang**

**Tel: (024) 311-444, (024) 317-970
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Contact Person: Prof. Dr. Istiati Soetomo, Head of SEU

GENERAL INFORMATION

Brief Description

The Service English Unit (SEU) of Diponegoro University (UNDIP) provides language programs for university lecturers and the general public requiring general English and pre-departure language training. It is a non-structural unit of the university managed by a team of lecturers from the Faculty of Letters, who report directly to the Rector of UNDIP. The center was officially opened in 1986 and became the Service English Unit in 1988.

Site and Building

Located on the UNDIP campus in the center of Semarang, the SEU occupies a cluster of one-storey buildings around a small garden. They were built in 1978 in government institution style near the Faculty of Letters complex, which has 2 classrooms which SEU can use. The SEU buildings consist of 4 classrooms, a resource center and administration offices. The one classroom used for SEU classes is air-conditioned. The other three classrooms are currently being used by the Open University (Universitas Terbuka or UT) on a temporary basis.

Students

At present, 38 part-time and 40 full-time students are enrolled. The majority (75%) are university lecturers and the rest are members of the general public.

Reporting Systems

The SEU/UNDIP has a very comprehensive system of evaluation and reporting, involving both staff and students. Program evaluations are held at mid-term and at the end of each course. These consist of questionnaires for students, workshop discussions by staff and students of the questionnaire results, revision of the course and production of a re-designed program document based on the decisions reached.

Final course reports are written by the responsible course coordinators in cooperation with the teachers involved. These reports are sent to the Rector (UNDIP) and the client or the sponsor on request.

Each participant receives a certificate of the successful completion of a course. Learner assessment is confidential and sent to the client or sponsor together with attendance reports.

Future Plans

Diponegoro University is in the process of moving to a new campus site at Tembalang. The development of the new campus is planned over the next six years and supported by the Asia Development Bank. On the Tembalang site, a new, two-storey building already has been built for the language center.

PROGRAM INFORMATION

SEU/UNDIP programs are outlined below. The General English and EAP courses are part of the regular university program for lecturers and students, beginning with the university terms in January, September and June. These courses are also held for the general public on demand.

- | | |
|-----------------------------|---|
| General English | : levels: elementary to intermediate (TOEFL 375 +); integration of four macroskills; FT course format is 360 hours, (30hrs/wk for 12 weeks); PT course format is 72 hours, (2hrs x 3 times/wk) and semi-intensive course format is 144 hours (3hrs x 4 times/wk); General English course is also known as Basic English Language Training (BELT). |
| EAP | : level: intermediate (TOEFL 425 +); integrated General English skills program with expanded study skills component concentrating on writing a research proposal and seminar presentation skills; FT course is 360 hours (6hrs x 5 days/wk for 12 weeks). |
| TOEFL Preparation | : level: intermediate (450 TOEFL +); course can be held on demand for a group of at least 15 participants; 15hrs/wk for 12 weeks. |
| English for Business | : levels: intermediate and upper intermediate; English for Executives; PT course is 120 hours (9 hrs/wk); on demand. |

Conversation Classes : levels: beginner to upper intermediate; specifically held for the general public; PT course is 48 hours (3 x 2hrs/wk).

Class Size and Schedule

Average class size is 18 and maximum is 20 for all classes. EAP I goes from January to April and June to September, BELT II is from September to December. Regular General English courses begin three times a year in January, June and September. More classes in these areas could be started on demand. TOEFL courses are only run on request and Conversation classes begin four times a year for two months a session.

Curriculum and Materials Development

Two hours a week are spent by the teacher specialist and all teachers of the SEU/UNDIP on materials development. Materials are designed or adapted from various course books and authentic texts. Supplementary teaching materials are pooled and stored in a filing cabinet for classroom use by all staff members. Binders of supplementary materials are also available in the areas of Grammar, Speaking, Pronunciation, Listening, Video Reading, Writing and Study Skills. The whole process of curriculum and materials development is viewed as a team effort. More materials are being added as part of the SEU/UNDIP teacher training effort.

Core Texts

Core texts that are used for the major courses at the SEU/UNDIP include: **Cambridge English Course** for BELT and **Meanings into Words** for EAP I. The **Cambridge English Course** is also used for the elementary and intermediate levels of the conversation classes, with **Person to Person** used for the upper intermediate level.

Language Testing and Student Placement

The SELTU (UGM) Placement Test is used together with an oral interview. This 70 minute test consists of multiple choice questions and reading passages. Brandon Carrol's performance bands provides an indication of the language level of candidates.

Progress tests are devised by the teachers from the core texts. Class work and homework are also included in the assessment of student progress. The post test is based on the Pergamon model of integrated skills, writing, reading and interview tasks.

UNDIP is an official Institutional TOEFL center. The nearest International TOEFL center is at the Gadjah Mada University (UGM), Yogyakarta.

Tailor-made Programs

SEU/UNDIP has had experience designing tailor-made general English courses for various groups. One month lead-in time is needed.

Country Specific Orientation

Country specific orientation is not available at SEU/UNDIP but pre-departure classes have been conducted for university lecturers bound for studies in Britain, America and Australia. The majority of available materials at SEU/UNDIP are British in content with some American materials, including videos, available.

Program Fees

General English and EAP courses, as part of the university programs, form the majority of the SEU/UNDIP program fee funding. Program fees for conversation classes are based on local courses rates and paid by individual participants or sponsors.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

At SEU/UNDIP, there are 14 part-time teachers from the Faculty of Letters and one full-time teacher specialist, funded by the British Council.

Nationalities :	Indonesian	:	14
	British	:	1

Teacher Qualifications

The minimum qualification for teaching at the Faculty of Letters/ SEU is a Sarjana (S1) degree. Four staff members hold TEFL qualifications and six hold overseas master's degrees, most in the fields of TEFL.

For native speaker staff, the requirements is a master's degree, TEFL qualification and some teaching experience.

Teaching Experience

All staff members have Indonesian teaching experience in general English, ESP, English Literature and TOEFL.

Contract and Length of Service

All permanent members of staff come from the Faculty of Letters and are not full-time SEU staff. Teacher specialists generally have 2 year contracts.

ELT Consultant

SEU/UNDIP has been supported by the ELT Projects Unit of the British Council since 1988. The second British Council teacher specialist (two-year contract) is based at SEU to provide technical assistance in four areas: institutional development, staff development, program development and resources development. Funding is also available for the acquisition of resources.

In January and July, a semi-annual report is prepared by SEU staff

for the British Council on the activities of the center. This is followed with a 6-month projection planning document and followed up with an evaluation report.

Head Teacher/Teacher Ratio: 4 : 14

Four of the current staff of ten are coordinators. The other four staff are presently undertaking studies abroad.

Administrative Staff

1 Head	PT
1 Deputy Head	PT
4 Coordinators*	PT

* Four coordinators specialize in the areas of academic, resources, courses, and administration.

Support Staff

1 library assistant	FT
1 technician	FT
1 secretary/bookkeeper	FT
1 janitor	FT

FACILITIES AND RESOURCES

Classrooms : 4 classrooms
Average Size : 6m x 6m

One classroom, which can accommodate 22 students, is air-conditioned and has a whiteboard, chairs, tables and a clock. The three other classrooms, temporarily being used by Open University, are not air-conditioned.

Three additional classrooms in the nearby Faculty of Letters complex are available on request. Two of these classrooms are large (14m x 12m) with high ceilings and fans but they are not air-conditioned. Equipment in the classes is basic but adequate, consisting of blackboards and wood seats with study arms. These rooms are built to accommodate 40 students. The third classroom is air-conditioned and can accommodate 20 students at tables for two, arranged in a circular formation. This room has a whiteboard.

Other Facilities

Language Laboratory	Yes	two in Faculty of Letters
Library	Yes	cupboard in self-access center
Self-access Center	Yes	combined with library
Auditorium/Hall	Yes	
Computer Laboratory	No	access to UNDIP facility negotiable
Teachers' Room	Yes	small with two desks

Cafeteria	Yes	two on UNDIP campus
Student Lounge	No	student center on campus
Student Residence	No	

Library/Self-access Center

The combined library and self-access facilities in SEU is called the Self-directed Learning (SDL) resources room. It is open from Monday to Saturday from 07:30 to 14:00, except Friday when it closes at 11:00. The library cupboard holds a total of 300 titles, with over 250 of related to them ELT. These include ELT course books and readers, reading boxes, ELT methodology books, and dictionaries. The SDL resources room also has tape recorders and a video recorder for instructional purposes. Over 60 audio-cassette titles and 8 video cassette titles are available. ELT journals and magazines are regularly donated by the British Council.

Students can borrow the multiple copies of core texts. All other books are for reference only. Tapes can be used in the SDL resources room only. The room has a seating capacity of 20. There is a self-access facilitator available part-time.

Language Laboratory

SEU/UNDIP has the use of the Sony language laboratory in the Faculty of Letters building, which was installed in 1986. It has a 20-seat capacity. Hours of operation are 07:30 to 14:00 Monday to Saturday, and until 11:00 on Friday. Popular tapes include: **Elementary Listening Tasks, Conversation Pieces and Task Listening.**

Another 30-carrel language laboratory is available on request in the Animal Husbandry building and is a 1972 Sony model. Both laboratories are within walking distance of SEU.

Staff Room/Offices

Teachers share an office and there is a small seating area for 6 in the teacher specialist room. This is used as a common room by all staff.

Equipment

- 1 overhead projector
- 13 tape recorders
- 3 video recorders (Sony)
- 1 television
- 1 slide projector
- 1 film projector

ADDITIONAL INFORMATION

Clients

In the last three years, SEU has served a variety of clients including: UNDIP lecturers from the faculties of Medicine and Marine Science and Fisheries; staff from the Agricultural Department of Central Java; IAIN staff (Institute of Islamic Studies); IKM staff (Institute of Public Health) and captains from the Maritime Department.

Teacher training

There is an active pre-service teacher training program at UNDIP for ex-Faculty of Letters students and an in-service program to recruit and train lecturers from the Faculty of Letters for SEU work.

For staff development, the British Council provides a travel allowance for SEU staff to visit other institutions, as well as funding to conduct and join relevant workshops. British Council staff development workshops are run twice a month as a SEU initiative, in connection with other British Council supported projects at the Center for Research in Agricultural Sciences (CRIAS), Bogor; ITB, Bandung and UGM, Yogyakarta. Over 60 ELT topics have been offered at these workshops in the last two years, including: System Analysis and Evaluation of Instructional Materials; Principles, Procedures and Problems of Course Design; and Communicative Language Teaching.

Staff workshops are also conducted by SEU staff monthly on Saturdays and visitors invited from other institutions in Semarang, e.g., Akademi Bahasa 17 Agustus, IKIP, IAIN and the Polytechnic. On average, ten to fifteen teachers come to each workshop. Materials from these local seminars are then used at national meetings, such as the TEFLIN seminars.

The Rector of UNDIP is very supportive of the SEU activities. English language upgrading for staff members of all faculties is encouraged to increase the number of UNDIP lecturers able to take advantage of overseas training opportunities.

**ENGLISH LANGUAGE TRAINING
INTERNATIONAL
(ELTI)
YOGYAKARTA BRANCH**

**Jalan I Dewa Nyoman Oka 2
Kotabaru, Yogyakarta 55224**

Tel: (0274) 3940

Contact Persons :

**Mr. Julius Sanjaya, Branch Manager
Drs. Yosef Emmanuel Soge, Academic Coordinator**

GENERAL INFORMATION

Brief Description

English Language Training International (ELTI) is a private language school that was founded in 1984 and bought by the Gramedia Group in 1989. The school offers part-time General English classes to the public and encourages ELTI students to join their very active English Club. At present, it is managed by a branch manager who reports to the Board of Directors in Jakarta.

Site and Building

ELTI occupies two large, old Dutch houses which have been renovated and repainted. The houses are within a half kilometer of each other and have ample parking space. The building on Jalan I Dewa Nyoman Oka 2 has been operating as a school since 1988 and has five classrooms. Prior to that, ELTI occupied the building on Jalan Atmosukarto from 1984-1988. The second building on Jalan F.M. Noto 3/13 has been operating as part of ELTI since 1989, and has four classrooms. Both buildings have been secured on a two-year lease.

Branches

ELTI has a branch in Semarang. It is run in cooperation with the Catholic University Soegjapranata. The head office and main branch are located in Jakarta.

The Students

Since its opening in 1984, approximately 10,771 part-time students (3 to 6 hours a week) have studied at ELTI. The largest demand comes from high school (SMA) and university students, of which 763 are currently taking General English classes. Of the remaining

students, 250 are from junior high schools (SMP or SLTP), and the other 204 (ages 7 to 12) are from primary schools (SD). Occasional contracts with banks and hotels round out the student population.

Reporting Systems

Computerized student progress reports and certificates are produced for individuals at the end of each ten week course. Program evaluation for company trainees are carried out each month and coordinator reports for each company are done at the end of the course. Program evaluation for on-going General English classes is done on an informal basis in discussions with the teaching staff.

Future Plans

ELTI's plans include the installation of a language laboratory and self-access center, and the computerization of academic and administrative information. As space is a problem in the current locations, the Gramedia Group is looking into the possibility of building a special purpose-designed building to meet ELTI's growing needs.

PROGRAM INFORMATION

- | | |
|---------------------------------------|---|
| General English | : levels: basic to advanced; emphasis on listening/speaking skills, 3 hrs/wk for 10 weeks for lower levels, 6 hrs/wk for intermediate levels. |
| Business English | : levels vary; course offered on request by client; experience with courses in letter writing, mainly tutorial basis. |
| English for Children (Primary) | : levels vary; 2 hrs/wk for 12 weeks. |
| TOEFL Preparation | : level: TOEFL 300+; 4 hrs/wk; classes upon request, usually 2 to 5 students. |
| Extra Conversation Classes | : levels vary; open to students enrolled in General English classes; 1.5 hrs twice a week. |
| ELTI English Club | : open to all ELTI students; regular meetings/field trips, usually 3 activities per month; organized by extra-activities coordinator. |

Class Size and Schedule

General English courses as well as English for Primary (SD) and Junior High (SLTP) students start every month. TOEFL classes start upon request as do special Business English courses.

Curriculum and Materials Development

The two Academic Coordinators, one for children and one for adults, spend approximately 20 hours per week compiling or developing materials. To date, materials based on the English curriculum at the junior high school level have been compiled into six course books and three workbooks for the English for Children's course, and five course books for the Junior High (SLTP) English course. Students can purchase these materials for classroom and independent study.

Core Texts

ELTI uses a wide range of materials. For the General English courses, the **Cambridge English Course** is popular for pre-intermediate levels; **Meaning into Words** for intermediate levels; and **Quartet** for advanced levels. Other courses use in-house materials.

Language Testing and Student Placement

ELTI conducts its own General English placement test which consists of a 100 item, multiple-choice test grouped into ten levels, followed by a 5 to 15 minute oral interview for each student. An internal Institutional TOEFL is used for TOEFL classes.

Advancement is determined through in-house tests, teacher assessment, student class performance, homework, and attendance. Oral interviews, at the end of each ten-week course, are conducted for all students.

The nearest Institutional and International TOEFL venue is at the Gadjah Mada University in Yogyakarta.

Tailor-made Programs

ELTI has had experience developing English programs for bank staff and shop assistants. Two-to six-weeks' lead-in time is needed, depending on the type of program.

Country Specific Orientation : none at present.

Program Fees

General English courses have a fixed price per student. TOEFL fees depend on the number of students. Company courses are given a special rate dependent on the number of students and length of course.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

There are 5 full-time (18 hrs/wk) and 22 part-time teachers.

Nationalities :	Indonesian	: 20
	American	: 4
	Canadian	: 2
	Australian	: 1

Teacher Qualifications

A Sarjana (S1) or bachelor's degree is the minimum requirement for the Indonesian teaching staff and native speakers. All teaching staff with little or no experience in teaching English are required to observe a minimum of four classes and do a practicum as part of the staff development program. The program includes written reports of lessons observed or taught as well as feedback by the one of the ELTI coordinators.

Teaching Experience

Three of the Indonesian staff have had experience teaching EFL, cultural orientation and basic job skills in the Galang Refugee Center. These teachers were trained by the staff from the School for International Living in Brattleboro, Vermont.

Contract and Length of Service

All full-time staff have one-year contracts. The average length of service is two years.

Head Teacher/Teacher Ratio : 1 : 6

Administrative Positions

1 Branch Manager	: FT
2 Academic Coordinators	: FT
1 Extra-activities Coordinator	: FT
1 Office Manager/Secretary	: FT
1 Media Developer	: FT

Support Staff

5 receptionists	: FT
1 bookkeeper	: FT
4 office helpers	: FT
1 driver	: FT
3 parking attendants	: FT

FACILITIES AND RESOURCES

Classrooms : 9 plus one tutorial room

Average Size : 5m x 5m, with one 2m x 2m tutorial room

Four classrooms are located in one building and five in the second building. All rooms, with the exception of two, have windows. Each room contains study chairs, wall clock, ceiling fan, white board, audio system, and teacher's chair. Pictures and posters decorate the walls.

Other Facilities

Language Laboratory	No	
Library	No	
Self-access Center	No	
Auditorium	No	
Computer Laboratory	No	
Teachers' Room	Yes	
Cafeteria	No	
Student Lounge	Yes	outside veranda area
English Club	Yes	

ADDITIONAL INFORMATION

Clients

ELTI has served many government and non-government clients: BATAN (Nuclear Research Institute), BKKBN (Family Planning), BBD (Bank Bumi Daya), BUKOPIN (Indonesia Cooperative Bank), ASURANSI Agency, Jiwasraya Insurance Company, Hotel Ambarukmo, Bank Niaga, and Akademi Akuntansi YKPN (School of Accountancy).

The ELTI English Club

The English Club was started in March 1989. It is subsidized by the school and coordinated by the Extra-activities Coordinator.

The Wall Magazine

A popular attraction is the wall magazines where ELTI student stories are published. There are two at present, one for children and one for the General English students. The Extra-activities Coordinator is also responsible for this program.

Other Information

Technically, ELTI is able to offer programs such as English for Academic Purposes and English for Specific Purposes courses. However, due to the limited demand, these are not offered to the public at present.

Head Office

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Telephone : (021) 720-2957, 720-6653, 720-6952

Fax : 720-6654

Contact Person : Mr. Th. Nung Atasana, Deputy General Manager

**LANGUAGE TRAINING CENTER
(PUSAT PELATIHAN BAHASA)
GADJAH MADA UNIVERSITY**

**Sekip Utara,
Yogyakarta**

**Tel: (0274) 88688 Ext.627
Fax: (0274) 63974 (UGM central)**

**Contact Person:
Drs. R. Soegondo, Head Pusat Pelatihan Bahasa, UGM**

GENERAL INFORMATION

Brief Description

The Pusat Pelatihan Bahasa or the Language Training Center (LTC) of Gadjah Mada University (UGM) was set up in 1971 to run language training programs for Gadjah Mada university faculty and staff. It officially moved to its new site in 1989. At that time, the Staff English Language Training Unit (SELTU) was integrated with the LTC to bring the teaching of English and other languages into one central organization and building. The Dean of the Faculty of Graduate Studies together with the Head of the Language Center currently manage the LTC, but there are plans under discussion to return the administration of the center to the Language Center Head, who reports directly to the Rector.

Site and Building

The new, purpose-built facilities of the LTC were opened in April 1989 on the northern part of the university campus. The spacious building has two floors and is fully equipped with 2 language laboratories, 10 classrooms, a library and a self-access center. In total, it has approximately 1100 square meters of space available for language training. The campus is easily accessible by bus, mikrolet or becak.

Students

Since the start-up of the LTC in 1971, 3,559 students have been enrolled in semi-intensive courses of 15 hours per week. Currently, 200 such part-time students are enrolled and 20 full-time students are being funded for post-graduate studies under the CIDA Eastern Indonesia University Development Project. This is a new direction for the center, which had previously only trained Gadjah Mada personnel. Now the types of students served by the institution include: university

staff from government and private universities, as well as those from agency supported pre-departure programs.

Reporting Systems

For the regular semi-intensive courses, an end-of-course report, which includes student attendance and progress data, is prepared for the deans of the various participating faculties. For the full-time courses, reports on program, student attendance and progress are prepared for the client at mid-term and end-of-course. Computerized procedures are just beginning to be formulated.

Future Plans

The LTC plans to increase the number of foreign language courses for institutions other than UGM and to become more involved with teacher training and professional development.

The expansion of the embryonic Yogya English Network Association, an LTC's initiative for information exchange on foreign languages through workshops and seminars, is also planned.

PROGRAM INFORMATION

- | | |
|--------------------------|--|
| General English | : levels: basic to high intermediate; semi-intensive courses of 270 hours, 15hrs/wk for 18 weeks; integrated course of structure, listening, reading, writing, vocabulary and oral skills. |
| EAP | : level: intermediate 425-475 TOEFL range; general English with some TOEFL preparation and academic reading, writing; FT course of 360 hrs, 30hrs/wk for 12 weeks. |
| ESP/Business | : levels: preparatory to intermediate; a required but not credit bearing English course for MBA students; PT, 72 hours per semester, 4hrs/wk over 18 weeks; new, more intensive format of 90 hours per month is planned. |
| TOEFL Preparation | : currently a component of the EAP course but can be expanded to a full course on demand. |
| Other | : UGM departments use LTC facilities for Arabic, Japanese, French and Dutch courses. |

Class Size and Schedule

Average class sizes range from 16 to 20 with a maximum of 25 for the General English courses; EAP and ESP/Business classes average 16 with a maximum of 20. The part-time courses are held Monday to Friday from 07:00 to 12:30 and FT courses from 08:00 to 15:00 Monday to Saturday.

Regular General English courses follow the university semester schedule: January to June and August to December. EAP courses are every 3 months, beginning July, October and January. The English course for MBA students runs from August to March.

Curriculum and Materials Development

The General English/EAP syllabi, currently being used at the LTC, were developed by a series of 3 teacher specialists, who provided technical assistance through the British Council. This technical assistance also resulted in the set-up of the self-access center, where much material was collated and adapted for self-study purposes.

Core Texts

Meanings into Words and the Cambridge English Course are the core texts used for the General English and EAP courses.

Language Testing and Student Placement

For the General English courses, the Oxford placement test and an oral interview are used to place candidates. For other more specialized courses, such as the EAP course, an Institutional TOEFL is used as a requirement for entry.

Advancement from one level to another is determined by a combination of the following factors: results from a teacher formulated test on the materials taught, satisfactory attendance (75%) and the teacher's recommendation.

The Pusat Pelatihan Bahasa (LTC) is an officially recognized test center for Institutional and International TOEFL, GRE and GMAT tests.

Tailor-made Programs

LTC has had experience in designing programs for business (Magister Manajemen or MBA equivalent) and for pre-departure training (English for Academic Purposes) for the Inter-Universities Consortium and the Ministry of Finance. Normally, one month lead-in time is required to prepare a program.

Country Specific Orientation

Country specific materials are available for integration into a course for the following countries: U.K., USA, Australia and Canada. A number of native English speakers from Oberlin College and Princeton, USA are resident teachers and give briefings on the USA.

Program Fees

Program fees vary according to the overhead costs and are determined differently for UGM staff and other participants.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

Eight part-time staff from the Faculty of Letters are currently employed at the LTC. The seven full-time American staff are contracted to teach under an arrangement with Oberlin University, USA.

Nationalities	:	Indonesian	:	8
		American	:	7

Teacher Qualifications

The minimum qualification for a post at the Pusat Pelatihan Bahasa UGM is a Sarjana (S1) degree with an English major and two years' teaching experience. Currently, 8 of the staff hold TEFL qualifications and 4 hold master's degrees in the field of TEFL or Linguistics.

For native English-speaking teaching staff from overseas, a college degree with some TEFL experience and an in-house orientation program is required.

Teaching Experience

Teaching staff members at the center have had experience teaching undergraduate students (English and non-English majors), university staff, government and non-government officials in Indonesia. One staff member has had teaching experience in Japan.

Contract and Length of Service

The eight Faculty of Letters staff members are permanently employed at the language center. For expatriate teachers, the average length of contract is between one and two years.

ELT Consultant

The Service English Language Training Unit of UGM, which is now integrated as a part of the LTC, has had six years of support from the English Projects Unit of the British Council. The British Council assists with institutional, staff, program, and resources development in a number of ELT institutions in Indonesia. British Council funding for resource development remains in the support package for the LTC/UGM. Technical assistance, through the residence of a teaching specialist at the center, however, is now completed.

Head Teacher/Teacher Ratio 2 : 15

Administrative Staff

1 Head	: FT
1 Deputy Head/Teacher	: PT
2 Academic Supervisors	: FT
1 Office Manager/Cashier	: FT

Support staff

2 library clerks	: FT
2 technicians	: FT
2 secretaries	: FT
3 janitors	: FT
2 guards	: FT

FACILITIES AND RESOURCES

Classrooms : 10 spacious rooms with a 25-seat capacity

Average Size : 6m x 7m

The classrooms are well-lit and comfortably furnished with padded lounge chairs with study arms, a teacher's desk and a whiteboard. Overhead projectors and tape recorders can be ordered from the technician for classroom use. Most classrooms are air-conditioned.

Other Facilities

Language Laboratory	Yes	two labs in the LTC
Library	Yes	in self-access center
Self-access Center	Yes	
Auditorium	No	
Computer Laboratory	No	
Teachers' Room	Yes	
Cafeteria	No	
Student Lounge	No	
Student Residence	No	

Library/Self-access Center

The library cum self-access center is open from Monday to Thursday from 07:00 to 17:00, Friday from 07:00 to 13:00 and Saturday from 07:00 to 12:30. The well-lit room has a reading area for 14 students, 6 TV screens with videotape machines and 6 listening stations. Available for self-access are a wide range of simplified readers, textbooks, ELT course books, reference books, vocabulary builders, grammar books, ELT magazines, tapes and compiled work sheets. Video cassettes were still on order when the center was visited in November 1990.

Language Laboratories

The Center has two language laboratories. One, a Sony model, was installed in 1974 and has a 40-seat capacity. It is still in reasonably good working order. The other, a new (1989) Tanberg system, also has a 40-seat capacity. The laboratories are in adjacent rooms on the upper floor and are open from 07:00 to 14:00 Monday to Saturday.

Staff Room/Offices

There are five administration/teachers' offices utilized by the Head, Deputy Head, Secretariat, Treasurer/ Office Manager and senior teachers. The teachers' common room is shared by seven teachers. The room is well-lit and comfortable, with very practical teacher work-stations dividing the space. Each of these units consist of a built-in desk, bookshelves, cupboard and drawer space.

Video/Film Screening Room

One room, with a 25 seat capacity, is a custom-built video/film screening room with a large screen set at the front of the room and an opening to the adjacent technicians' room for screening films.

Equipment

- 2 overhead projectors
- 11 tape recorders
- 3 video recorders
- 1 video camera, Sony Betamax
- 5 televisions
- 1 slide projector
- 1 film projector (16mm)

ADDITIONAL INFORMATION

Clients

LTC/UGM has served the following agencies and clients: Institute of International Education (IIE) to run official TOEFL tests, Inter-University Consortium (IUC) and CIDA's Eastern Indonesia University Development Project (CIDA/EIUDP).

Staff Development

The LTC continues to be supported by the British Council Projects Unit to take part in twice monthly staff development workshops with the Service English Unit of Diponegoro University, the Center for Research in Agricultural Sciences (CRIAS) and the Institute Technology Bandung (ITB).

**WORLD UNIVERSITY SERVICE OF CANADA
(WUSC)
CANADIAN - INDONESIAN
PRE-DEPARTURE PROGRAM**

**Pasca Sarjana, Unit IV
Universitas Gadjah Mada
Yogyakarta 55281**

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Contact Persons:

Jakarta:

Mr. Jerry Holdrinet, S.E. Asia Regional Director - WUSC

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GENERAL INFORMATION

Brief Description

The Canada-Indonesia Pre-departure Program (CIPP) of the World University Services of Canada (WUSC) began in Jakarta in 1985 and moved to its present site on the campus of the University of Gadjah Mada (UGM), Yogyakarta in January 1989. The project specializes in pre-departure language training for students going abroad to study, particularly to Canadian universities. The institute holds Canadian Non-Governmental Organization status with funding from the Canadian International Development Agency (CIDA). It is managed by WUSC, with a regional office in Jakarta and a head office in Ottawa, Canada. The CIPP has a program manager who reports directly to the Regional Director in Jakarta.

Site and Building

CIPP occupies two buildings in the graduate studies complex of UGM. This location is rented from the university. In Unit II, there are four classrooms and in Unit IV, a further seven classrooms. The Unit IV space is a three-storey building, completed four years ago, and forms the main area of the CIPP. CIPP utilizes the first floor of the building on a full-time basis and the second floor on a half-time (afternoons only) arrangement with UGM.

The first floor of Unit IV was redesigned and renovated by WUSC for the specific use of the CIPP in 1990. It is fully air-conditioned and includes an Academic Resource room with university catalogues, a Canadiana room with Canadian books, magazines and newspapers as

well as a computer laboratory. The language center has access to UGM facilities, such as the language laboratory, the auditorium, and libraries.

Head Office

The head office of CIPP, Yogyakarta is at WUSC, Jalan Widya Chandra VII/25, Kebayoran Baru, Jakarta Selatan.

Students

There are currently 120 full-time students (28.5 hours per week) enrolled at CIPP. All are civil servants planning to study in Canada and are attached to government ministries or universities throughout Indonesia. The majority of the students are graduate students who intend to take master's programs in Canadian universities. In addition, there are 16 students preparing for short-term study and work or study attachments in Canada or Southeast Asia.

Reporting Systems

Computerized reporting systems are available for both program and student evaluations. Program evaluation is carried out once a term at the end of every three month period and includes both instructor and student evaluation of the program. A comprehensive questionnaire is utilized to collect the information. Coordinator and progress reports for students are produced at the mid-term point and at the end of each term.

Future Plans

CIPP are continuing to develop their Canadiana Resource Center in the CIPP location. They plan to expand this center to include a wide range of self-access materials, in addition to the newspapers and magazines.

PROGRAM INFORMATION

The CIPP can offer clients a choice of EAP courses which may or may not include TOEFL and GMAT preparation.

English for Academic: levels: intermediate to advanced; emphasis on academic skills, such as: reading, writing, listening to lectures, note-taking, seminar and library communication skills; course includes Canadian Studies and Canadian Academic Preparation; 28.5 hrs/wk for 12 weeks, including self-directed learning (SDL) and computer training.

EAP/TOEFL Preparation : level: TOEFL 470+ and higher; intensive 25 hrs/wk for 6 to 9 months; TOEFL

preparation is part of the EAP course; 27 hours per week including self-directed learning and computer training.

EAP/TOEFL/GMAT : level: TOEFL 470+ and higher; 9 month course; include EAP, test preparation, SDL and computer training.

English for Special Purposes (Accountancy) : level: intermediate; 8 to 10 weeks, 28.5 to 34.5 hours per week, including SDL, computer training, video, discussion activities.

Class Size and Schedule

All classes have an average class size of 14 and a maximum of 16 participants. They run from 08:00 to 17:30 from Monday to Thursday. There is a standard intake every three months for major courses: January, April, July and October.

Curriculum and Materials Development

CIPP has a half-time (9 hrs/wk) materials developer, who is given on-going support from the teachers. Teachers are expected to contribute 8 to 10 hours per week for compilation and/or materials development. To date, the following materials have been developed for specific courses: **EAP Structure Course** (60 hrs) to improve writing skills; **Canadian Academic Program (CAP)** - a lecture course based on first year sociology course texts (24 hrs over 3 months); **Canadian Studies** - geography, history, Canadian way of life (24 hours in 3 month course) part self-written, part collated; library skills task-oriented course (24 hrs over 3 months); ESP Accountancy practice for short-term training; and an integrated writing/computer skills course.

Core Texts

CIPP uses a wide range of materials, with much of the material being generated in-house. As there are no prescribed texts for courses, a combination of materials development and collation is done.

Language Testing and Student Placement

CIPP places students into its programs on Institutional TOEFL score results. The Canadian English Test for Scholars and Trainees (CanTEST) is used to measure student progress between course entry and exit and for diagnostic purposes. In some cases, it is used for placement in Canadian universities.

Advancement is determined through teacher assessment, student class performance, homework, and monthly practice TOEFL performance.

The nearest Institutional and International TOEFL are at SELTU, the University of Gadjah Mada in Yogyakarta.

Tailor-made Programs

CIPP has had experience in developing pre-departure language training programs for several ministries in Indonesia. The largest in scale has been an ESP course for accountants in the Ministry of Finance, who were preparing for short-term training in either Canada or the ASEAN region.

In addition, EAP pre-departure programs have been designed by CIPP for various development projects linking Canadian Universities with Indonesia; for example, Dalhousie University (Environmental Management Development), Simon Fraser University (Eastern Indonesia University Development), and McGill University (Human Resources Development). A recent EAP for Islamic Studies course was designed to supplement a lecture series given by a professor from McGill University.

Country Specific Orientation:

CIPP has developed an orientation program for Canada. The Canadian Academic Program (CAP) is a component of the overall pre-departure program and in three modules (Academic Communication, Academic Culture and Aspects of Contemporary Canadian Society) aims to provide the cross-cultural preparation for graduate students planning to study in Canada. This is in addition to the Canadian Studies orientation which focuses on human geography, Canadian history, and daily life in Canada.

Country specific materials include texts such as: *Handbook, Canada: Twentieth Century, Take Part: Speaking Canadian English; Canadian Facts* and *A Day in the Life of Canada* amongst others; weekly news magazines, such as *Maclean's* and *Equinox*; videos and English language materials oriented towards Canada are also used.

Program Fees

The program fees are determined by a combination of factors which include direct institutional costs, administrative overhead and special requests' component for each course.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

There are fourteen full-time (18 contact hrs/wk) teachers.

Nationalities :	Indonesian	: 2
	American	: 4
	British	: 2
	Canadian	: 6

Teacher Qualifications

CIPP prefers to have staff with degrees in TEFL, preferably a master's, or with a RSA qualification and extensive experience in TEFL, especially in the areas of EAP, TOEFL, and GMAT. The minimum requirement for native speaker staff is a B.A. degree with 4 to 5 years teaching experience.

Of the present teaching staff, 2 staff members hold RSA certificates; 5 others hold qualifications in TEFL; 6 staff members hold master's in TEFL or related fields (2 in Applied Linguistics, 2 M.Ed. in TESL, 1 in English/Linguistics and 1 in Sociology). The academic advisor holds an Ed.D in Education/TEFL.

Teaching Experience

The language teaching staff at the CIPP has a wide variety of teaching experience in Indonesia and overseas, preparing adult students for the entry requirements and university study abroad, particularly for North America.

Contract and Length of Service

The length of service is between one and three years. Teachers' contracts range from six months to eighteen months.

ELT Consultant : No

Head Teacher (Coordinator)/Teacher Ratio: 1 : 3

Administrative Positions

1 Regional Director (Jakarta)	:	FT	
1 Deputy Director (Jakarta)	:	FT	
1 Language Program Manager	:	FT	
1 Deputy Program Manager	:	PT	also develops materials
1 Office Manager	:	FT	
1 Academic Advisor	:	PT	
1 Self-access Facilitator	:	FT	

Support Staff

2 secretaries	:	FT
1 bookkeeper (Jakarta)	:	FT
3 office support staff	:	FT
3 cleaning/watchman staff	:	PT

FACILITIES AND RESOURCES

Classrooms : 5 core classrooms with possibility to expand to 11 with UGM agreement. (2 classrooms only available in the mornings, 9 others available from 12:30 onwards.)

Average Size : 9m x 5m, with some 5m x 5m

Two classrooms are located in the Unit IV first floor section, with a further five classrooms available upstairs in the afternoons. Each room contains student desks and padded chairs, white board, and teacher's desk and chair. Pictures and posters decorate the walls and class dictionaries are available. Additional classrooms in the Unit II building are older with hard desk/chairs. All rooms are air-conditioned.

Other Facilities

CIPP Language Laboratory	No	access to UGM facilities
Library	No	access to UGM library
Self-access Center	Yes	in development stage
Auditorium	Yes	access to UGM
Computer Laboratory	Yes	
Teachers' Offices	Yes	
Cafeteria	No	
Student Lounge	Yes	
Student Residence	No	

Library/Self-Access Center

CIPP has access to the library/self access center of the Service English Language Training Unit (SELTU) of the University Gadjah Mada, which is located in a modern, purpose-built center about seven minutes walk from the CIPP. SELTU is open from Monday to Thursday from 07:00 to 17:00, Friday from 07:00 to 13:00, and Saturday from 07:00 to 12:30. CIPP has scheduled times for usage. The well-lit room has a reading area for 14 students and 2 monitors with video machines and 6 listening stations.

Available for self-access are a wide range of simplified readers, textbooks, ELT course books, reference books, vocabulary builders, grammar books, ELT magazines, tapes and compiled worksheets. Most of these are at the post-beginners and intermediate levels. Video cassettes were still on order when the center was visited in November 1990.

In addition to the above facility, CIPP is developing its own Canadian resource self-access center. To that end, they have recently purchased five tape recorders with headphones.

Language Laboratories

CIPP has access to the two language laboratories of UGM, located in SELTU. One, a Sony model was installed in 1974 and has a 40 seat capacity. It is still in reasonably good working order. The other, a new (1989) Tanberg system also has a 40 seat capacity. The laboratories are in adjacent rooms on the upper floor and are open from 07:00 to 14:00 Monday to Saturday. The laboratories are not available for self-access purposes.

Computer Laboratory

CIPP has 15 stand-alone, IBM-compatibles computers and four shared printer. Hours of operation are from 08:00 to 20:00, Monday to Friday and from 08:00 to 12:30 on Saturdays. A full-time computer laboratory teacher is available to teach computer skills and to integrate writing and word-processing skills. The CIPP is gradually acquiring computer-assisted language learning materials for use in the laboratory.

Equipment

- 1 overhead projector
- 6 tape recorders
- 1 video recorder
- 1 video camera
- 1 photocopy machine
- 1 television

ADDITIONAL INFORMATION

Clients

Indonesian government and non-government clients served by CIPP include: Ministry of Education and Culture, Ministry of Research and Technology (BPPT), Ministry of Public Works, Ministry of Finance, Universitas Terbuka (Open University), and Atma Jaya University.

Canadian organizations served by CIPP include: Environmental; Management Development in Indonesia (Dalhousie University), Disease Investigation Center Project (Ontario Ministry of Agriculture and Food), Eastern Indonesia University Development Project (Simon Fraser University), Open University, McGill-Indonesia Human Resource Development Project (McGill University), University Consortium on the Environment (York University and University of Waterloo) and General Training Program (CIDA/Cogesult).

Academic Advising Service

CIPP has a part-time Academic Counselor on site with scheduled time for consultations with students from 11:00 to 12:30 Monday to Friday. The Academic Advisor's room contains calendars and brochures for Canadian universities, which students can consult between 08:00 and 17:30 daily. Both services are available to assist students in the selection and application for appropriate university programs.

Head Office

Name : World University Service of Canada (WUSC)

Address : Jalan Widya Chandra VII/25
Kebayoran Baru, Jakarta Selatan

Telephone : (021) 586-505

Fax : (021) 520-1887

Contact Person : Mr. Jerry Holdrinet, S.E., Asia Regional Director

**BALAI BAHASA SURABAYA
(SURABAYA LANGUAGE CENTER)**

**INSTITUT KEGURUAN ILMU PENDIDIKAN
(THE INSTITUTE OF EDUCATION AND TEACHER
TRAINING)**

**Kampus IKIP, Kentintang
Surabaya**

Tel: (031) 810296

**Contact Persons:
Dra. Mudianingsih Kutsi, Director
Drs. Sugiyo, Assistant Director**

GENERAL INFORMATION

Brief Description

Balai Bahasa Surabaya (Surabaya Language Centre) was originally set up in 1970 as a centre for language teaching activities and language research for the Surabaya community. Its official name is **Balai Bahasa Surabaya**, not "Balai Bahasa" IKIP Surabaya. It was for administrative purposes that it was attached to IKIP Surabaya (Institute of Education and Teacher Training). It remains attached to the institute and in the course of its development, its function has narrowed to catering to the English needs of the general public and IKIP Surabaya faculty and staff. Currently, it offers General English and Business English (the latter available on request).

The language center is run by the director with support from an assistant director and executive secretary. As a unit within IKIP Surabaya, the director reports directly to the Vice-Rector of Academic Affairs and through the Institute receives on-going funding.

Site and Building

The language center occupies two buildings which were built in the 1970's. The facilities include 5 classrooms, 2 offices and two air-conditioned language laboratories which it shares with the English Department. It is located within the IKIP campus, approximately six kilometers to the south of the center of Surabaya city. It is situated off the busy streets of Surabaya but within easy access by mikrolets (mini buses).

Students

No information is available on the number of students enrolled at the Balai Bahasa since its opening over twenty years ago. Currently, there are 161 students comprising of 130 members of the general public, mostly college students who want to improve their English, and 31 junior faculty members of IKIP, Surabaya for whom passing the two-semester English course is a requisite for promotion to a higher rank. In addition, there are 40 off-campus or in-company students.

Reporting Systems

For all classes, reports consist of attendance records and student progress reports by class rather than on an individual basis. For IKIP staff classes, reports include course reports as well as coordinator reports. None of the reporting systems are computerized.

Future Plans

The language center would like to run a TOEFL Preparation program for IKIP faculty members, junior or otherwise, on a regular basis if there are sufficient numbers. At present, only 7 out of the 19 lecturers who had enrolled are able to attend classes that started in March 1991. Future plans also include the acquisition of additional materials to improve the quality of teaching and learning.

PROGRAM INFORMATION

All classes are part-time and meet twice a week.

General English : levels: pre-intermediate and intermediate levels for IKIP staff, basic to intermediate levels for other classes; listening, speaking and reading skills; 2x3 hours per week for 5 to 6 months per level.

Business English : levels: basic to intermediate, depending on request; four macroskills; 4 hours per week for up to 5 months.

Class Size and Schedule

The average class size for all classes is 20 with a maximum of 30 students. IKIP staff classes run from 11:30 to 13:30 on Tuesdays and from 08:00 to 11:00 on Fridays. Other classes (i.e. those for members of the general public) are held from 17:00 to 20:00. New classes start every three months, i.e., in the first week of February, May, August and November.

Curriculum and Materials Development

While syllabi have been drawn up by Balai Bahasa Surabaya staff, most supporting materials have been compiled from different sources.

Core Texts

For General English classes, the following course books are used: **English Grammar in Use, Kernel Three, Insight and Ideas, and Active Listening**. For Business English classes, materials are drawn from various sources.

Language Testing and Student Placement

Students are placed on the basis of the Oxford Placement Test. Advancement from one level to the next one is determined by mid-term and final-term tests and teacher assessment of the student's class performance.

Students who want to take Institutional or International TOEFL can do so at PPIA Surabaya, Jalan Dharmahusada Indah Barat I/3.

Tailor-made Programs

Balai Bahasa Surabaya has some experience in designing tailor-made business programs. For example, it has designed and implemented a Business English course for businessmen in collaboration with Lembaga Manajemen Jawa Timur (East Java Management Institute). Lead-in time is normally one month.

Country Specific Orientation : None

Program Fees

Course funding for all IKIP, Surabaya faculty members is provided by the Institute. For the public, the monthly fees are as follows: immediate kin of IKIP personal Rp 8,000, SMA/university students Rp 10,000, and employees Rp 12,000. For other types of students, program fees are determined by taking into account the prospective students' buying power.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

Balai Bahasa Surabaya has nine teachers, including the director. They are all permanent faculty members of the English Department of IKIP, Surabaya. Part-time teachers, are hired on a course-by-course basis depending on needs.

Nationalities :	Indonesian	: 8
	American	: 1

Teacher Qualifications

The minimum qualification for an Indonesian staff member is a Sarjana (S1) degree with some experience in teaching English. For an expatriate teacher, the minimum requirement is a B.A. degree. Two of the Balai Bahasa staff hold master's (1 in Literature and 1 in Language Education); two of them hold Ph.D. degrees (1 in Language Education and 1 in Literature). All of the full-time teachers have had training in TESL or TEFL, either in Indonesia, Australia, Singapore or the United States.

Contract and Length of Service

No contract is necessary, as all the teachers are permanent faculty members of IKIP, Surabaya. Their average length of service is twenty years.

ELT Consultant: None

Head Teacher/Teacher Ratio

1 Director	: FT	
1 Assistant Director	: FT	
1 Executive Secretary	: FT	
1 Program Manager	: FT	doubles as Materials Coordinator
1 Registrar	: FT	
1 Office Manager	: FT	

Support Staff

2 academic counselors	: PT	double as teachers
2 lab technicians	: FT	
1 secretaries	: FT	
1 bookkeeper	: FT	
1 cashier	: FT	

FACILITIES AND RESOURCES

Classrooms : 5
Average Size : 5m x 10m

Each of the classrooms has a teacher's desk, lecture chairs and a white or blackboard.

Other Facilities

Language Laboratory	Yes	two
Library	No	access to IKIP library
Self-access Center	No	
Computer Laboratory	No	
Teachers' Room	No	access to English Dpt.

Students' Lounge	No
Auditorium	No
Cafeteria	No

Language Laboratory

There are two SONY language laboratories which the Balai Bahasa share with the English Department. One was installed in 1974 and the other in 1983. The former has 30 carrels and the latter 40, each with a master console. Both laboratories are open during Balai class hours. No time is available for independent study by the students.

Equipment

- 1 overhead projector
- 1 tape recorder (portable)
- 1 video recorder
- 1 television

Staff/Common Room

There is no staff common room belonging to Balai Bahasa. However, teachers can use the English Department staff room or the two Balai Bahasa office rooms when necessary.

ADDITIONAL INFORMATION

Client

Balai Bahasa Surabaya has served both government and non-government agencies; among others: PLN (State Electric Company), Bank Dagang Negara, Lembaga Manajemen Jawa Timur (East Java Management Institute) and PT Bisma (Bisma Industries Ltd).

**INSTITUT PEMBANGUNAN
(INSTITUTE OF DEVELOPMENT)**

**Jalan Urip Sumoharjo 25
Surabaya**

Tel: (031) 42148, 41404, 512366, 512370

**Contact Persons :
Mr. M.B. Sitorus, Director
Mr. Rufinus, Office Manager**

GENERAL INFORMATION

Brief Description

The Institut Pembangunan (Institute of Development) is an independent training institution founded in 1969 as a school, teaching English on a small scale. Since then it has developed into an institute offering not only English courses but also various courses in computer skills, banking, accounting, tourism, hotel business, secretarial and management skills. English courses still constitute the biggest component of the institute. The Institute holds "yayasan" status and is managed by a director, assisted by an office manager, a marketing manager, and a program manager.

Site and Building

The institute has over 41 classrooms and offices in four buildings (one owned and three rented) at Jalan Urip Sumoharjo Nos. 5, 7, 21 and 25, within easy access of public transportation. All are three-storey buildings built in the 1950's with mostly air-conditioned classrooms.

Head Office and Branches

The head office is at Jalan Urip Sumoharjo 25, Surabaya. Branches are found in other towns in the East Java Province: namely, Sidoarjo, Gempol, Pandaan, Malang, Krian, Mojokerto, Nganjuk, Tuban, Kediri, Blora, Jember, Situbondo, Bondowoso, Sumenep and Banyuwangi. One branch opened recently in Kupang, Nusa Tenggara Timur.

Students

Since its opening twenty-one years ago, 95,784 part-time and full-time students have taken courses offered by the institute. In November 1990, 7,318 students were enrolled, mostly part-time. Full-time students take banking, tourism and hotel business courses. The majority of these students are high school students and graduates; the rest are college students and office workers.

Reporting Systems

The reporting systems consist of attendance reports, course evaluations, and mid-term and final test results. Individual student progress reports are provided only upon request, usually to corporate clients. None of these reporting systems is computerized.

Future Plans

The institute plans to improve its library and to expand the Jalan Urip Sumoharjo 25 building to four storeys. Other plans include building new premises behind the present buildings. For this purpose, a request has been submitted to the local government to purchase the land now occupied by squatters.

PROGRAM INFORMATION

General English : levels: 1-6; basic to intermediate; four macroskills; part-time.

English Correspondence : levels: pre-intermediate and intermediate; writing skills; part-time.

English for Special Purposes : the ESP component is part of the banking, secretarial and management skills, tourism, hotel and business courses; speaking and writing skills are emphasized, full-time.

TOEFL Preparation : available on request

Class Size and Schedule

The average size of the General English classes is 25 with a maximum of 40 students. For the Business Correspondence course, the average is 20 students and the maximum 25. TOEFL preparation class sizes vary between 20 and 25 students. ESP is part of the other courses (i.e. banking, tourism, etc.); as such its class size depends on the number of students enrolled. The average size is usually 25. All classes run between 07:30 and 19:40. Course starting dates are the 5th, 6th or 7th of each month.

Curriculum and Materials Development

The curricula for all courses have been developed by the institute's curriculum committee. A general English textbook, **Theory and Practice**, has also been developed.

Core Texts

For the General English courses, the **English 900** series and **Practice and Progress** are used. Materials for other English courses are drawn from a wide variety of sources.

Language Testing and Student Placement

Students are placed on the basis of an internal placement test and an interview. To advance to the next level, a minimum 60% pass mark in a "promotion" test is mandatory. The test consists of multiple-choice questions encompassing reading comprehension, structure and vocabulary. Institut Pembangunan students can take Institutional and International TOEFL at PPIA Surabaya, Jalan Dharmahusada Indah Barat 1/3, Surabaya.

Tailor-made Programs

Lead-in time varies according to program complexity. As a rule, three to seven days is required. The institute's area of expertise is General English.

Country Specific Orientation

Through its TOEFL Preparation courses, the institute has had experience in preparing students for study in the USA.

Program Fees

Program fees are determined on the basis of program overhead plus a profit margin. Contract programs can be negotiated.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

Institut Pembangunan 18 full-time and 21 part-time teachers of English.

Nationalities : Indonesian : 39

Teacher Qualifications

A bachelor's degree from an IKIP or other tertiary institution is the minimum requirement. Presently, the majority of the English teachers hold Sarjana (S1) degrees and 17 of them have TESL or TEFL certificates. In addition, top graduates of the English courses have recently been recruited as teacher aides to give conversation practice in the General English classes.

Teaching Experience

Most staff have between 5 and 10 years of experience in teaching English in Indonesia at the high school and university levels, or in job training centers and other private language institutions.

Contract and Length of Service

New teachers are hired on a probation basis for three months. If their performance is satisfactory, they will be hired on a one-year contract. The average length of service of the present teaching staff is 7.5 years.

ELT Consultant : No

Head Teacher/Teacher Ratio

1 coordinator : 20 teachers

Administrative Staff

1 Director	: FT
1 General Manager	: FT
5 Program Coordinators	: FT
1 Marketing Manager	: FT

Support Staff

1 librarian	: PT
1 assistant librarian	: PT
1 library clerk	: FT
1 technician	: FT
12 receptionists*	: FT
2 secretaries	: FT
11 bookkeepers	: FT
1 marketing staff	: FT
4 cashiers	: FT

* Receptionists work morning, afternoon or evening shifts

FACILITIES AND RESOURCES

Classrooms : 41 (1 doubles as a language laboratory)

Average Size : 6m x 5m

Each of classrooms is furnished with a whiteboard, study chairs, and a table. Most of them are air-conditioned.

Other Facilities

Language Laboratory	Yes	home assembled, for listening
Library	Yes	
Self-access Center	No	
Computer Laboratory	Yes	for computer students only
Teachers' Room	Yes	for all teachers
Student Lounge	Yes	
Student Residence	No	
Auditorium	No	
Cafeteria	No	
Conference Room	Yes	doubles as a classroom

Library

The library is located on the ground floor of the Jalan Urip Sumoharjo 7 building and functions mainly as a lending library. It is

open from Monday to Saturday, 07:30 to 20:30. It has 593 titles, of which 27 are ELT holdings. These holdings include novels, textbooks, reference books (which cannot be checked out) and reading materials. The library has one video set and 20 ELT audio-cassettes, the latter for teacher's use only. The library subscribes to *Hello, Times, Newsweek* and the *Jakarta Post*. It is managed on a part-time basis by a qualified librarian with one assistant librarian and 2 library clerks.

Equipment

- 2 overhead projectors
- 4 portable tape recorders
- 1 video recorder (SONY)
- 1 photocopy machine
- 1 slide projector
- 1 television

ADDITIONAL INFORMATION

Clients

Institut Pembangunan has a wide working relationship with government agencies and private companies. The following clients have made use of the institute's services: banks, hotels, Surabaya Port Administration, and the Department of Labor Regional Office.

**PERHIMPUNAN PERSAHABATAN INDONESIA -
AMERIKA (PPIA)
(INDONESIAN - AMERICAN FRIENDSHIP
ASSOCIATION)**

**Jalan Dharmahasada Indah Barat I/3
Surabaya**

Tel: (031) 597200

**Contact Person:
Subandi Djajengwasito, Ph.D., Executive Director**

GENERAL INFORMATION

Brief Description

PPIA, Surabaya has been in existence for twenty-one years. It was established ten years after the establishment of PPIA, Jakarta, which is now called LIA (Lembaga Indonesia-Amerika). PPIA, Surabaya is under Yayasan PPIA and should not be confused with PPIA, Jakarta which is under Yayasan LIA.

This non-formal education institution offers General English, English Conversation, English for Academic Purposes, Technical English, Business English, and TOEFL Preparation. In addition to private students at large, it accepts students funded by government and private organizations. It is managed by an Executive Director, who reports to the Board of Directors, consisting of 2 Americans and 12 Indonesians.

Site and Building

PPIA, Surabaya has two locations, one on Jalan Bengawan in the center of Surabaya city and the other on Jalan Dharmahasada Barat Indah, approximately seven kilometers to the northeast of the city center. Both locations are in elite neighborhoods and easily accessible by public transport.

The Jalan Bengawan location occupies a rented pre-war, one-storey building. The Jalan Dharmahasada Indah location occupies a new one-storey building which was built in 1989 and is wholly owned by the institution.

Head Office and Branch

The head office is at Jalan Dharmahasada Barat Indah I/33; the Jalan Bengawan 56 location is the branch in Semarang.

Students

Of the approximately 4,600 students presently studying at PPIA, over 2,000 are at the Jalan Dharmahusada Barat Indah location with the rest at the Jalan Bengawan location. All students are part-time in that they attend twice-a-week classes. They comprise university and college students (48%), high school students (40%), and the members of the general public (12%). These figures constitute a change in the percentages of the types of students PPIA has served. Prior to 1988, the majority of the students were high school students (60%), followed by college students (30%), with members of the general public ranking third (10%).

Reporting Systems

PPIA reporting systems consist of attendance records, student progress reports, and teacher reports. In addition, course evaluations are prepared on the basis of questionnaires filled in by the students. At present, only attendance records are computerized.

Future Plans

Plans for the near future include the improvement of TOEFL Preparation programs, the publication of PPIA course materials (PPIA Conversation Series), and the mounting of English teacher-training programs.

PROGRAM INFORMATION

The following courses, all part-time, are offered by PPIA Surabaya.

General English : levels: basic to advanced; four macroskills; 2 x 100 minutes per wk; 3 months per level.

English Conversation: levels: basic to advanced; speaking and listening skills; 2 x 100 minutes per wk; 3 months per level.

Courses in EAP, ESP, Business English, Technical English and TOEFL Preparation are available on request.

Class Size and Schedule

The average class size is 25 for General English, 15 for English Conversation and other courses.

General English and conversation classes start in January, May and September. TOEFL classes start 10 weeks prior the administration of an International TOEFL. Other classes, such as EAP, start on demand.

Curriculum and Materials Development

Syllabi are prepared by PPIA, Surabaya. For courses, both commercially published materials and PPIA-developed materials are used. Two staff members are in charge of materials development, supervised by the teaching section head. Being permanent staff members, the two materials developers work on a full-time basis to prepare the materials. On the average, one course book (e.g. *Keep up your English*) takes four months to write.

Core Texts

Some texts used for General English courses include: *Communication in English Series* (PPIA, Jakarta), *Keep Up Your English* (PPIA, Surabaya), *Let's Listen*, and *Read and Speak English* (PPIA, Surabaya). USIA materials are also used for General English classes. For conversation courses, the texts used are: *Conversation I-VI* (PPIA, Surabaya) and *How to Speak English Correctly* (PPIA, Surabaya). For TOEFL Preparation and other courses, the materials are drawn from commercially published American texts.

Language Testing and Students Placement

Student placement is determined by means of PPIA, Surabaya's own internal tests. Promotion from one level to the next is determined on the basis of teacher assessments and the students' results on quizzes and final tests. Program completion is determined likewise.

PPIA, Surabaya administers both Institutional and International TOEFL.

Tailor-made Programs

PPIA, Surabaya has vast experience in designing tailor-made programs with particular expertise in ESP and general English. Clients have included: the Regional Tourism Development Agency, State Railways, insurance companies, banks, and hotels. Lead-in time varies. Ideally, four months is required.

Country Specific Orientation

PPIA offers free-of-charge orientation, in the form of counseling to PPIA students and the general public who plan to study in the United States. Consulting hours are from 09:00 to 12:30 and from 13:30 to 16:00 on Monday, Tuesday, Wednesday and Friday at the Jalan Dharmahusada Indah Barat, and on Thursdays at the Jalan Bengawan branch.

Program Fees

PPIA is a non-profit organization and therefore program or course fees are kept to a minimum. They vary according to the program type and also to the class type (i.e. whether it is a regular class or a special, outside class).

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

There are 58 members of teaching staff, only 3 of whom are full-time.

Nationalities : Indonesians : 58

Teacher Qualifications

The minimum requirement for a PPIA teacher is that he or she must be a student or a graduate with an English major and a TOEFL score of 500+. At present, 53 of the 58 teaching staff have a certificate, diploma or a bachelor's degree in English language proficiency; 1 holds a master's in American Studies and 1 holds a Ph.D. degree in Linguistics.

Teacher Experience

PPIA teachers have experience in teaching English at the high school and university level.

Contract and Length of Service

There is no contract for teachers. A teacher can continue as long as his or her rating is satisfactory.

ELT Consultant

PPIA has no permanent ELT consultant. However, the Regional English Teaching Officer of the American Cultural Center in Jakarta provides consultancy on an occasional basis.

Head Teacher/Teacher ratio

1 coordinator : 15 teachers

Administrative Staff

1 Executive Director	: FT
1 Executive Secretary/Public Relations	: FT
1 Administrative Section Manager	: FT
1 Financial Section Manager	: FT
1 Teaching Section Manager	: PT
1 Cultural Section Manager	: FT
1 Counseling Section Manager	: FT
1 Branch Manager	: FT

Note : All managers including the librarian, constitute the planning team.

Support Staff

1 librarian	: FT
2 library clerks	: FT
2 technicians	: FT
1 receptionist	: FT
1 supervisor	: PT

1 assistant supervisor	:	PT
1 registrar	:	FT
2 cashiers	:	FT
2 secretaries	:	FT

FACILITIES AND RESOURCES

Classrooms : 20 (all air-conditioned)

Average Size : 4m x 5m

Each of the classrooms contains lecture chairs and a whiteboard.

Other Facilities

Language Laboratory	No	
Library	Yes	
Self-access Center	No	
Computer Laboratory	No	
Students Lounge	No	
Students Residence	No	
Cafeteria	No	
Conference Room	Yes	doubles as the auditorium

Library

The library, located in the front wing of the building, is open to the general public Mondays to Fridays from 08:00 to 13:00 and again from 16:00 to 20:00, and on Saturdays from 08:00 to 12:00. General holdings contain about 1,000 titles and include material on American and Indonesian languages, culture and societies. Fifty ELT audio-cassettes are also available. Library members can borrow books and tapes; the latter for use on the PPIA premises only.

The library subscribes to the following journals: **Language Learning**, **College English** and **English Journal**.

Staff Room

There are two staff rooms which the teachers share, one at the head office and the other at the branch.

Other Facilities

There is one IBM-compatible computer with one printer, available Monday to Friday, from 08:00 to 20:00. It is not available for self-access purposes.

Equipment

- 1 overhead projector
- 30 tape recorders (SONY)
- 1 photocopy machine
- 2 televisions
- 1 stencil machine

ADDITIONAL INFORMATION

Clients

A total of 67 agencies, both government and non-government organizations have been served by PPIA, Surabaya.

Other Services

Besides teaching-learning and library services, PPIA also offers services in counseling to students and members of the public who plan to study in the United States. In this regard, PPIA's collection of America university catalogs is considered the best outside the American Cultural Center in Jakarta. PPIA's advising section also offers outreach programs on request.

PPIA Surabaya regularly conducts Indonesian and American art and cultural activities.

**LABORATORIUM BAHASA
(LANGUAGE LABORATORY)
AIRLANGGA UNIVERSITY**

**Jalan Airlangga 6 C
Surabaya 60286**

Tel : (031) 43080

Fax : (031) 42557

Telex: 36-138

Contact Persons :

**Dra. Ny. Sumarto Danusugondho, M.Ed., Director
Dra. Ny. Sudiyah Subijarto, M.A., Assistant Director**

GENERAL INFORMATION

Brief Description

The Laboratorium Bahasa of Airlangga University was founded in 1975. In spite of its name, its activities are not limited to English language teaching in a laboratory, since the word "laboratorium" here is used in the Indonesian sense, referring to a supporting unit within an institution. This English teaching unit is managed by a director who reports directly to the Rector of Airlangga University. For practical purposes, however, this unit is considered an adjunct to the Faculty of Social and Political Sciences.

The Laboratorium Bahasa teaches required English courses to Airlangga undergraduates. The instructional materials are adjusted to the fields of study of the students; thus the courses are sometimes referred to as EAP courses. This teaching unit also teaches TOEFL preparation courses to post-graduates studying for S2 or S3 degrees, and offers afternoon general English courses on a fee-paying basis to Airlangga students and faculty members who want to improve their English.

Because of the limited number of teaching staff and classrooms, Laboratorium Bahasa does not receive, at present, private students from the public at large.

Site and Building

The English teaching unit is located on the Airlangga University campus, approximately four kilometers from the Tunjungan area, which is the main downtown district of Surabaya city. It is within easy access of public transportation. The one-storey building housing the unit was built in 1974 and has four classrooms.

Students

A total of approximately 33,000 students have taken English courses at the Laboratorium Bahasa since classes first opened in March 1975. Most of them have been first-year Airlangga university students for whom English is a required course; the rest are faculty members who took up English in preparation for overseas study. A total of 2,500 undergraduates are presently enrolled in credit courses, and another 150 students in the afternoon take part-time general English classes.

Reporting Systems

Laboratorium Bahasa's reporting systems include: course evaluations, course reports, attendance records and student progress reports (in groups rather than on an individual basis). None of the reporting systems is computerized.

Future Plans

Future plans include the provision of a students' lounge, ELT library, self-access center and a computer laboratory. High on the planning priorities list is the improvement of teaching materials and teaching methods, which will entail the provision of ELT video cassettes as well as the hiring of a language specialist and language teaching consultants. A librarian, a technician and a number of new teaching staff will be recruited.

PROGRAM INFORMATION

The following courses are offered by the Laboratorium Bahasa. All courses are part-time.

- General English** : levels: pre-intermediate to pre-advanced; four macroskills; 2hrs/twice a wk for 3 months; afternoon classes only for Airlangga University staff and students.
- EAP** : level: intermediate; mainly reading skills, once a week for 1 semester (4 months); morning classes for Airlangga University students.
- TOEFL Preparation** : level: pre-advanced; listening, reading and writing skills; 2 hrs/wk for 1 semester (4 months); afternoon classes for Airlangga University S2 and S3 students.

Class Size and Schedule

TOEFL and EAP classes have an average of 28 students and a maximum of 30; General English classes have an average of 20

students and a maximum of 25. General English classes and TOEFL are offered between 13:00 and 15:30, and EAP between 07:00 and 12:40. EAP courses run from January to June and from July to December. General English and TOEFL classes run from May to August and September to November.

Curriculum and Materials Development

For the undergraduate courses, selected reading passages are drawn and compiled from a wide variety of sources. A team consisting of several teaching staff members do the compilation; they also prepare reading comprehension questions for each of the reading passages. Done during semester breaks, this compilation has so far yielded two mimeographed course books; one for students of law, economics, social sciences and political sciences, and the other for students of medicine, pharmacy, and veterinary medicine.

Core Texts

For graduate students, for whom the emphasis of the course is TOEFL preparation, the materials are drawn mostly from Barron and Clift. For General English courses, New English Course and Modern English are used.

Language Testing and Student Placement

Students are grouped into levels according to the New English Course Placement Test and Diagnostic TOEFL Prediction Test. To complete a course, a student must reach a satisfactory standard of achievement based on his or her end-of-course test and class performance. For S2 and S3 students, a minimum TOEFL score of 425 and 450 respectively must be obtained in order to earn credits.

Laboratorium Bahasa has been designed as the place for the administration of the Institutional TOEFL and TPA (Tes Potensi Akademik) for Surabaya. The International TOEFL center is at PPIA, Surabaya.

Tailor-made Programs

Laboratorium Bahasa does not run tailor-made programs.

Country Specific Orientation

The teaching unit does not offer country specific orientation.

Program Fees

Morning classes are free because the English course is part of the university curriculum. Afternoon General English and TOEFL classes carry a small charge.

TEACHING AND ADMINISTRATIVE STAFF**Teaching Staff**

There are eleven teachers at the Laboratorium Bahasa, four of whom are full-time.

Nationalities : Indonesian : 14

Teacher Qualifications

The minimum requirement is a Sarjana (S1) degree. Currently, two of the staff hold master's degrees, one in Education and another in Linguistics.

Teaching Experience

Teachers have between 3 to 25 years of experience in teaching English, either at the senior high school level or at the university level.

Contract and Length of Service

A contract (for a non-permanent teacher) is for one "session" (i.e. January through June, May through August or September through November). The average length of contract of the non-permanent staff is two sessions.

Head Teacher/Teacher Ratio

1 director/coordinator : 10 teachers

Administrative Staff

1 Director*	: FT
1 Assistant Director*	: FT
2 Program Coordinators*	: FT
1 Office Manager	: FT
1 Register	: FT
2 Assistant Registrars	: FT

* These staff members also teach

Support Staff

2 technicians	: FT
1 secretary	: FT
1 bookkeeper	: FT
1 cashier	: FT
1 mimeograph assistant	: FT
1 janitor	: FT

ELT Consultant

There is no ELT consultant at present.

FACILITIES AND RESOURCES

Classrooms : 4 (double as laboratories)
Size : 6m x 6m (one class is 8m x 8m)

Besides classrooms in each of Airlangga University faculties where English classes are held, Laboratorium Bahasa has four classrooms of its own, all of which double as language laboratories. Each has 30 carrels, a master console and a whiteboard. All classrooms are air-conditioned.

Other Facilities

Language Laboratories	Yes	
Library	No	access to main library
Self-access Center	No	
Computer Laboratory	No	
Teachers' Room	Yes	
Student Lounge	No	
Student Residence	No	
Auditorium	No	
Cafeteria	No	
Conference Room	No	

Language Laboratory

The four language laboratory units (AAC-SONY) have 110-seat capacity and are open Monday to Thursday from 07:00 to 15:00, Friday from 07:00 to 11:00, and Saturday from 07:00 to 12:30. They have no collection of audiotapes for self-access listening at present.

Staff Room

There is one staff common room for all teachers.

Equipment

- 1 overhead projector
- 1 tape recorder
- 1 slide projector
- 2 film projectors + screens
- 1 record player

ADDITIONAL INFORMATION

Clients

The limited number of the teaching staff constrains the Laboratorium Bahasa from serving other agencies.

**PRE-DEPARTURE ENGLISH TRAINING CENTER
(PDETC)
INSTITUTE OF TEACHER TRAINING AND
EDUCATION (IKIP)
FACULTY OF GRADUATE STUDIES**

**Jalan Surabaya 6
Malang 65115
Jawa Timur**

Tel: (0341) 51312, 51334 Ext. 317

**Contact Person:
Dr. Soeseno Kartomihardjo, Dean, Graduate School**

GENERAL INFORMATION

Brief Description

The Pre-departure English Training Center (PDETC) of IKIP Malang was established in 1980 with the objective of providing English language training for IKIP personnel. Despite its being called a center, it is not an autonomous organization like the Language Center of the Institute of Technology Bandung or the University of Hasanuddin. It remains an adjunct of the Faculty of Graduate Studies and as such the Dean of the Faculty who oversees the language training center, reports directly to the Rector of the IKIP.

The center offers pre-departure English language training and General English courses. In addition to IKIP Malang faculty members, it serves employees of government and non-government organizations. It also offers TIFL (Teaching Indonesian as a Foreign Language) programs for expatriates on an occasional basis. At present, it does not accept individual private students.

Site and Building

PDETC is situated in the Faculty of Graduate Studies compound within the spacious IKIP Malang campus, approximately five kilometers west of downtown Malang. Its six classrooms are located on the first and second floors of a two-storey building which, like other buildings in the compound, was constructed in the 1970's. The faculty administrative office concurrently functions as the PDETC's office and is located on the first floor of a separate building.

Students

Since its opening over ten years ago, 840 students have enrolled at the center. All of them were full-time students attending 3 month courses. Many of center's students are faculty members of IKIP or

other higher institutions in Malang. The remaining students are researchers and future librarians. Currently, 24 librarians are taking a 3-month General English Course.

Reporting Systems

Reports consist of program evaluation, coordinator reports, attendance records and student progress reports. Except for test results, none of the systems are computerized.

Future Plans

Future plans include the running of special English courses such as English for Occupational Purposes, Specific Work-Related English, Technical English and Business English courses. Also in the plan is the offering of TIFL (Teaching Indonesian as a Foreign Language) on a permanent basis.

PROGRAM INFORMATION

All courses run by center are full-time (24 hours per week for 3 months or longer depending on needs).

General English : level: intermediate; four macroskills; for IKIP staff and others.

EAP : level: intermediate and advanced; academic skills; mainly for IKIP staff.

TOEFL Preparation : level: intermediate and advanced; listening, reading, grammar, vocabulary skills; mainly for IKIP staff.

Bahasa Indonesia : level: basic to advanced; emphasis on communication skills; classes for expatriates (e.g. foreign consultants)

Class Size and Schedule

The average class size for English courses is 20 with a maximum of 25 students. The TOEFL course has an average of 5 students.

TOEFL Preparation courses start in February, June, and October. The starting dates for other courses vary. All classes run between 07.30 and 13.00 during the week except on Fridays when they finish at 11:00.

Curriculum and Materials Development

Syllabi for all courses and some test materials are prepared by PDETC staff. They do not develop their own instructional materials other than compile reading comprehension passages drawn from various sources.

Core Texts

Some of the books used for the General English course are : **Mastering American English, Listening In and Speaking Out, Words and Meanings, Design for Good Reading, Living English Structure, and Study Writing.** For the EAP courses, books include: **Writing Academic English and Exploring Academic Discourse.** For the TOEFL Preparation course, the materials used are: **Building Skills for the TOEFL and Newbury House TOEFL Preparation Kit.**

Language Testing and Student Placement

An in-house placement test and/or TOEFL tests are used for student placement and for course completion. For some courses, teacher assessment is also taken into account.

The language center is licensed to administer both Institutional and International TOEFL.

Tailor-made Programs

PDETC has had experience in designing EAP and TOEFL Preparation Programs for government institutions. Lead-in time is normally one month.

Country Specific Orientation

PDETC does not have country specific orientation programs. However, its staff are in a position to give advice to those who want to study in English-speaking countries. Orientation resources include foreign students guide on **American Academic Life and How to live in Britain.**

Program Fees

The tuition fee is waived for IKIP Malang faculty members. For employees of government or non-government agencies, program fees are negotiated between the Dean of the Graduate School and the management of the agency concerned.

TEACHING AND ADMINISTRATIVE STAFF

Teaching staff

All are permanent staff of the English Department who teach part-time in the language training center.

Nationalities : Indonesian : 17

Teacher Qualifications

The minimum requirement for the teaching staff is a Sarjana (S1) degree. Of the 17 teaching staff, 12 have Ph.D. degrees (Linguistics, Language Education, TEFL and Curriculum Development) and 5 have master's in TESL or TEFL.

Teaching Experience

All PDETC teaching staff have a wealth of experience in teaching English at the university level.

Contract and Length of Service

All staff are permanent. The average length of service is eight years.

Head Teacher/Teacher Ratio: 1 : 16

Administrative Staff

1 Supervisor	:	PT	
1 Assistant Supervisor	:	PT	
1 Program Coordinator	:	PT	
1 Registrar	:	PT	doubles as the Graduate School Office Manager

Support Staff

1 librarian *	:	PT
3 library clerks	:	PT
1 lab technician	:	PT
1 bookkeeper *	:	PT
2 office clerks*	:	PT

* These staff are attached to the Faculty of Graduate Studies and therefore serve both the faculty and the language center.

ELT Consultant : None

FACILITIES AND RESOURCES

Classrooms : 6 (not air-conditioned)

Average size : 5m x 6m

Each classroom has a black-or whiteboard, a teacher's desk and 25 to 30 lecture chairs.

Other Facilities

Language Laboratory	Yes	in Diploma Program
Library	No	use faculty library
Self-access Center	No	
Computer Laboratory	No	access to faculty
Teachers' Room	Yes	
Student Lounge	Yes	shared with faculty
Student Residence	No	
Auditorium	No	
Cafeteria	No	
Conference Room	Yes	capacity 300

All of the existing facilities belong to the Faculty of Graduate Studies, except for the language laboratory which belongs to the Diploma (Non-degree) Program of IKIP, Malang. PDET students can have access to these facilities.

Language Laboratory

The language laboratory, which was installed in 1985 is air-conditioned and consists of a master console with 40 carrels. The language laboratory is open during class hours with times available for independent study. Some popular tapes used are: *Linguaphone Intermediate English Course*, *15 Easy Pieces for ESL*, *Study Listening*, and *Listening Upper-Intermediate*.

Library

The faculty library has 9,866 titles, of which approximately 500 are related to ELT. These include references on linguistics, and TEFL. The library also has a number of video-cassette and audio-cassette tapes. Students can check books out, but not tapes. The library subscribes to *English Language Teaching Journal*, *Forum*, *Guidelines for Teaching Skills*, and *Guidance Monograph Series*. The library is open to the general public from 07.00 to 14.00 Monday to Thursday, 07.00 to 11.00 on Friday, and 07.00 to 12.30 on Saturday.

Computer Laboratory

PDET students have access to the Faculty of Graduate Studies' computer laboratory. It consists of 14 IBM-compatible computers and 4 printers. It is open in the mornings and afternoons on Monday to Friday, and until 12:00 on Saturdays. Self-access times can be arranged.

Teachers' Room

There is one large room that PDET teachers share. In addition, senior faculty members have their own individual offices in a separate building.

Equipment

- 6 overhead projectors
- 25 tape recorders
- 2 Betamax video recorders
- 1 photocopy machine
- 2 televisions
- 1 slide projector
- 1 film projector

ADDITIONAL INFORMATION

Clients

Among the government agencies or projects which have been served by PDETC are: the Agency for Food Research of the Department of Agriculture; Marine Science Project and Educational Institution Staff Development Project of the Directorate General of Higher Learning; University of North Sumatra; and Sriwijaya University.

**UNIT PELAYANAN BAHASA INGGRIS
(SERVICE ENGLISH UNIT)
BRAWIJAYA UNIVERSITY**

**Jalan Mayjen Haryono 169
Malang**

Tel: (0341) 51614

Fax: (0341) 51993

Contact Persons:

**Dra. Indah Winarni, M.A., Director
Dra. Endang Sasanti, M.A., Secretary**

GENERAL INFORMATION

Brief Description

The Service English Unit (SEU) of the Brawijaya University was founded as a "Language Laboratory" in 1973, with the aim of providing English language training to the faculty and students of the university. Currently, it is managed by a director, who reports directly to the Rector of the university.

The SEU offers general English, TOEFL preparation, English for Special Purposes (such as English for Agriculture, English for Medicine), and translation services (English-Indonesian and vice versa) to the general public. It also provides what is referred to as Pre-service English; i.e., a general English course which is required for potential staff of Brawijaya University.

Site and Building

The SEU is situated on the campus of the Brawijaya University, approximately seven kilometers to the west of the city of Malang. The campus is on the main road connecting the city and its western suburbs, and as such it is easily accessible by public transportation.

The SEU occupies a one-storey building with an additional classroom in the second floor of a nearby building within the Pusat Pengembangan Ilmu (Science Development Center) complex. All buildings in this complex were built in 1985. Currently, the SEU has four classrooms and two language laboratories.

Students

Since the days of the "Language Laboratory", a total of about 3,800 students have enrolled in the SEU, 300 of whom were full-time students. At present, 100 students are taking intensive language training. These students are: university faculty members who need pre-departure ELT before continuing their studies in an English-

speaking country; Brawijaya graduate students, for whom passing a one-month intensive (30 hours per week) English course is a requisite; faculty candidates, who require proficiency in English as a requisite to obtain full civil servant status; and students from the public at large.

Reporting Systems

SEU reports consist of course evaluations, attendance records, and student progress reports. Instructors' assessment of individual students are provided upon request. All reports are computerized.

Future Plans

Future plans include: the expansion of classrooms in order to be better able to cater to the general public; the establishment of a computer laboratory to provide computer-assisted language learning; and the expansion of programs to include more varied courses, such as Javanese, French and German. Such improvements will help develop the SEU into a fully-fledged language center.

PROGRAM INFORMATION

Courses

The following courses are offered by the SEU either on full-time (FT) or on part-time (PT) basis:

- | | |
|----------------------------|--|
| General English | : levels: basic and intermediate, four macro-skills; PT classes. |
| ESP | : level: basic; mostly reading skill; undergraduate PT classes. |
| TOEFL Preparation | : level: intermediate; reading, listening and writing skills; PT classes, 12 to 24 hrs/wk. |
| EAP | : level intermediate; effective reading, listening and note-taking; PT faculty classes, 24 hrs/wk. |
| EOP | : available on request |
| Pre-service English | : level: basic; four macroskills; FT, 24 hrs/wk; for future university staff. |

Class Size and Schedule

The SEU class sizes vary. General English and ESP classes average 30 students, whereas EAP classes average 20 students and TOEFL classes average 15. EOP and TOEFL classes are offered in the morning or in the afternoon, depending on demand. Under-

graduate classes start in September, graduate classes in August, faculty classes in March and pre-service in October.

Curriculum and Materials Development

No specific commercial or published books are used at the Brawijaya University, SEU. The core materials are compiled from various sources by a team.

Language Testing and Student Placement

A internal placement test is used for General English students. TOEFL test material is used for EAP and TOEFL classes. Promotion, where applicable, is determined by an internal test and course completion. For TOEFL preparation classes, course completion is determined on the basis of an individual student's performance in the Institutional TOEFL, which can be taken at nearby IKIP, Malang.

Tailor-made Programs

The SEU has the capability and expertise to provide tailor-made programs. However, no request has been received to date. Three-to four weeks' lead-in time is needed.

Country Specific Orientation

No country specific orientation is available at present. The SEU has had some experience in preparing students for study in the Netherlands and Australia. For the orientation of Australia-bound students, the book *Academic Orientation Course* is used.

Program Fees

The ESP courses are part of the university curriculum and as such SEU does not receive any remuneration. The courses in EAP, TOEFL Preparation and Pre-service English for faculty and staff are funded by the university. General English students have to pay a fee based on program overhead.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

There are now 14 members of the SEU teaching staff, 2 of whom are studying in Australia, 1 for a master's degree and 1 for a Ph.D. degree.

Nationalities : Indonesian : 14

Teacher Qualifications

The minimum qualification for the teaching staff is a Sarjana (S1) degree. At present, 8 staff members hold master's degrees in Applied Linguistics, TEFL and Education, and 1 holds a doctorate in Applied Linguistics from Australian universities.

Teaching Experience

SEU teachers have 3 to 17 years of experience in teaching General English, EAP and ESP.

Contract and Length of Service

All teaching staff members are civil servants and therefore permanent faculty members. The average length of service is ten years.

ELT Consultant

Prior to 1986, the Australian Universities and Colleges, through the International Development Program (IDP), provided SEU with assistance by sending ELT experts to SEU from time to time to give consultancy; by offering scholarships for a number of SEU teachers to study in Australia, and by providing instructional materials. At present, the management of SEU has a working relationship with the British Council, which has provided SEU with a considerable amount of ELT materials (books, audio and video materials). It has also made available a number of degree and non-degree scholarships for SEU teachers to study in the United Kingdom.

Head Teacher/Teacher Ratio

3 coordinators: 13 teachers

Administrative Staff:

Director	:	FT	
Coordinator	:	FT	doubles as a teacher
Executive Secretary	:	FT	doubles as the registrar
Office Manager	:	FT	

Support Staff:

2 technicians	:	FT
1 secretary	:	FT
1 bookkeeper	:	PT

FACILITIES AND RESOURCES

Classrooms : 4 classrooms

Average Size : 8 m x 11 m

The non air-conditioned classrooms are bright and airy. Each has whiteboard and chairs for teachers and students. In addition, the two language laboratories can be converted into classrooms, upon demand.

Other Facilities

Language Laboratory	Yes	
Library	Yes	lending only

Self-access Center	No	
Computer Laboratory	No	
Teachers' Room	Yes	shared by all teachers
Student Lounge	No	
Auditorium	Yes	access to campus
Cafeteria	Yes	access to campus
Conference Room	No	

Library

The library, which is located near the two language laboratories, is open from Monday to Friday, from 09:00 to 12:00. At present, it is only a lending library. Afternoon students have to come in the morning to borrow books. The library has a total holding of 200 titles of which 60 are ELT-related books, comprising simplified novels, course books, reference books and dictionaries. The library does not subscribe to any ELT journals. **Time** and **The Jakarta Post** are available as well as 50 videos and 197 ELT audio cassettes.

Language Laboratory

The Brawijaya SEU has two SONY language laboratories, each consisting of 27 booths and a master console. They are open from 08:00 to 13:00, Monday to Friday with time available for independent study. It has a collection of audio-cassette tapes for listening and speaking practice.

Other Offices/Facilities

There are two office rooms of about the same size as the teachers' room. An auditorium is available upon request and is within walking distance from the SEU premises.

Equipment

- 1 overhead projectors
- 2 tape recorders
- 3 video recorders
- 12 televisions
- 1 slide projector

SEU does not have its own photocopy machine, but has access to one.

ADDITIONAL INFORMATION

Clients

For the time being the SEU of Brawijaya University only serves the university staff. It does not provide English teaching for other agencies, government or otherwise, although this may be possible in the future.

AMERICAN LANGUAGE TRAINING (ALT)

**Jalan K.H. Agus Salim 18 EF
Pontianak
Kalimantan Barat**

Tel: (0561) 331198, 34168, 34679

Contact Person: Dra. Gerda Sabinen, Director

GENERAL INFORMATION

Brief Description

American Language Training (ALT), Pontianak, is a private language school providing English language courses for the public at large. It is a branch of American Language Training in Jakarta, which is a fully accredited Indonesian "yayasan" (foundation) and which maintains a working relationship with several institutions in the United States for staff recruitment.

The Pontianak branch of ALT was officially opened on June 1, 1990. It offers General English, English for Children and English Conversation courses. TOEFL Preparation and English for Special Purposes (ESP) courses are available on request.

ALT, Pontianak has three affiliated schools located in the same building. One is Widyaloka Computer school, which specializes in computer training, the second is Yamaha Music Center, and the third is Khatulistiwa Management Training.

ALT, Pontianak is managed by a director who also oversees the computer and music schools. English teaching affairs, however, are run by a Director of Studies (DOS).

Site and Building

ALT, Pontianak occupies the third floor of a three-storey building, the second and the first floors of which house the Widyaloka Computer School and the Yamaha Music School respectively. The building is new and is owned by the ALT-Widyaloka-Yayasan Musik establishment. It is located on a main road in the heart of the city and is easily accessible by public transportation.

Students

At the time of the survey, 150 students were enrolled at ALT. Most of them were high school students, the rest comprised university students, corporate and government employees, businessmen, university lecturers, housewives and children. They were all part-time students attending classes twice a week.

Reporting Systems

Reports include course evaluations, coordinator reports, attendance records, and students' progress reports. A course evaluation is based on students' assessment of the course through a questionnaire form modeled after the ALT, Jakarta evaluation form.

Reports are not computerized except for students' test results, which constitute part of the student progress report and registration data.

Future Plans

Being a new language center, the short-range plans at ALT, Pontianak include offering language training to employees of government and non-government agencies and TOEFL Preparation classes to the general public. To strengthen its teaching staff, ALT Pontianak will hire one more native English speaker teacher shortly. Long range plans are to develop a self-access center and to install a language laboratory.

PROGRAM INFORMATION

The following part-time courses are offered by ALT Pontianak. For the time being all courses are part-time.

General English : levels: 11, comprising elementary (1-2), pre-intermediate (3-4), intermediate (5-7), post-intermediate (8-9) and advanced (10-11) levels; four macroskills with emphasis on communication skills; 4 hrs/wk, 3 months per level.

TOEFL Preparation : level: intermediate or higher required; 80 hours over 8 weeks.

English Conversation: level: intermediate or higher required; 4 hours per week.

English for Children : level: pre-elementary; 4 hours per week for 3 months; emphasis on communication skills.

Class Size and Schedule

At ALT, Pontianak, the average size of the General English and English for Children's classes is 12 with a maximum of 15 students. For in-company or "outside" classes, the maximum number of students is negotiable, but should not exceed 20.

Regular classes at ALT are scheduled as follows: 09:30 to 11:30, 14:30 to 16:30, 16:15 to 18:15, 16:45 to 18:45 and 19:15 to 21:15. Classes meet twice a week, namely Mondays/Wednesdays, Tuesdays/Fridays or Wednesdays/Saturdays.

Starting dates are flexible. As a rule, a new (Level 1) class starts when enrollment is sufficient. Level 2 and higher level classes start approximately one week after the completion of the previous one.

Curriculum and Materials Development

Syllabi follow those which have been developed by ALT, Jakarta. Similarly, books and other institutional materials are mostly those used and, to a certain extent, developed by ALT, Jakarta materials developers and program coordinators. ALT, Pontianak's policy is to supplement core texts used in the General English programs with materials taken and adapted from various sources. The Director of Studies is in charge of the materials compilation and adaptation, which he does, on the average, two to three hours per week.

ALT, Pontianak has enough materials for a standard, 80-hour, TOEFL Preparation course including a collection of over 40 TOEFL tests.

Core Texts

Core text used for the General English courses include: **American Kernel Lessons** (for Levels 1,2,5 and 6); **In Touch** (for Levels 1,2,3 and 4) and **Life Styles** (for Levels 7,8, and 9). For the TOEFL Preparation course, materials can include: **Longman's TOEFL Preparation and Checklists for Vocabulary Study**. For the English for Children's course, the **Pathway** series is used.

Language Testing and Student Placement

Student placement is determined by means of a one-hour internal placement test comprising listening, reading and writing multiple choice sub-tests (an adaptation of the **New English Course Placement Test**). A condensed (60-minute) TOEFL is used for TOEFL preparation courses.

For advancement from one level to the next one, ALT Pontianak uses ALT, Jakarta developed test materials. Criteria to move to the next level is on the basis of an average of progress and final tests, with teacher assessment called into play on borderline cases.

ALT, Pontianak can administer the Institutional TOEFL. However, ALT students have to take the International TOEFL in Jakarta.

Tailor-made Programs

ALT, Jakarta has had extensive experience in developing EAP programs (area of primary expertise), in addition to communication skills, writing skills, presentation skills, business English, technical English and other ESP programs. It would fully support and assist the Director of Studies in Pontianak. Lead-in time depends on the nature and extent of the program.

Country Specific Orientation

ALT, Jakarta has had experience in providing pre-departure cultural orientation for students who are going to study in the United

States, Canada, United Kingdom and Australia. It would lend its expertise to ALT Pontianak when needed.

Program Fees

Program fees vary according to the program and clients' requirements. They also differ according to whether the course is taught by a native speaker of English or by an Indonesian. Students pay program fees on a monthly basis per level or per course.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

ALT, Pontianak is newly established. Currently, there are only two teachers at the school, one doubles as the Director of Studies (DOS). Both of them are full-time teachers.

Nationalities :	Canadian	: 1
	Indonesian	: 1

In addition, there are two Indonesian teaching assistants for the children's class.

Teacher Qualifications

The minimum requirement for Indonesian teaching staff is Sarjana (S1) degree with an English or English teaching major. For expatriate teaching staff, it is a bachelor's (B.A.) degree. Experience in TEFL and EFL materials development and program administration is preferred for native speakers of English.

Teaching Experience

Both ALT teachers have had a wide range of experience in teaching English in Indonesia. The Indonesian teaching staff member taught at ALT, Jakarta before being transferred to ALT, Pontianak.

Contract and Length of Service

Teachers at ALT, Pontianak are hired on an eighteen-month contract, which is renewable. Both of them have worked with ALT, Pontianak since the opening of the branch.

ELT Consultant: not applicable

Head Teacher/Teacher Ratio : 1 : 1

Administrative Staff

1 Director*	: FT	
1 Director of Studies	: FT	
1 Materials Coordinator	: PT	doubles as DOS

ALT, Pontianak

1 Marketing Manager* : PT
1 Office Manager * : FT

* For ALT, Widyaloka, Yamaha Music Center

Support Staff

1 library clerk : PT doubles as photocopy man
1 technician : FT
3 receptionists : FT work on shifts
1 bookkeeper : FT

FACILITIES AND RESOURCES

Classrooms : 4
Average Size : 4m x 4.5m

All of the classrooms are air-conditioned. Each has a tape recorder, teacher's desk, whiteboard and, on the average, 20 student desks.

Other Facilities

Language Laboratory	No	to be installed
Library	No	small reading room
Self-access Center	No	to be developed
Auditorium	Yes	8m x 20m, A/C
Computer Laboratory	Yes	belongs to Widyaloka
Teachers' Room	Yes	
Cafeteria	Yes	serves the public
Student Lounge	No	
Student Residence	No	
Administrative Office	Yes	
Conference Room	Yes	seats 100, A/C

Reading Room

ALT, Pontianak has a reading room on the third floor with a collection of approximately 500 titles comprising encyclopedias (**Modern Business, Americana, Medical and Health**), "Do-it-Yourself" books, and dictionaries. The reading room, which is open from 08:00 to 16:00 week days, also functions as a photocopy room. ALT, Pontianak subscribes to **The Jakarta Post**. Students cannot borrow books.

Teacher Offices

Each English language teacher has an office. In addition, there are two small, administration offices.

Equipment

- 4 tape recorders
- 1 photocopy machine

ADDITIONAL INFORMATION

Clients

Being newly established, ALT, Pontianak has not had in-company classes. At the time of the survey, however, two companies had contacted them to discuss the possibility of setting up a working relationship.

The English Club

ALT, Pontianak has a recently formed an English Club which compliments existing program curricula. The club is used by ALT students and the general public. Activities include: indoor and outside events such as: speech contests, prose reading, debates, games and social activities (movies, picnics, chess, ping-pong, etc.). There is a small library. To date, 100 members participate in the club. The objective of the English Club is to introduce English in a non-formal atmosphere and to heighten students' conversational ability. There is no fee for club membership.

Head Office

Address : Jalan Panglima Polim Raya 100
Jakarta 12130

Telephone : (021) 720-0758, 720-0759, 720-0760

Contact Person : Mr. Scott Paauw, Program Director

AMERICAN LANGUAGE TRAINING

(in association with WIDYALOKA,
Pusat Pendidikan Komputer)

Jalan A. Yani 83, Km 2
Banjarmasin 70233
Kalimantan Selatan

Tel : (0511) 3882
Fax : (0511) 3882 (Telephone first)

Contact Person :
Hanafie Ken Tanggono,
Director of Operations, ALT/WIDYALOKA

GENERAL INFORMATION

Brief Description

American Language Training (ALT) is a private language school providing English language instruction for the general public as well as government and business employees. It is managed by a Director of Operations, who reports to a board of directors. This board is headed, in Banjarmasin, by two commissaries of the Yayasan Wahanaloka. The Director of Studies (DOS) is appointed by ALT, Jakarta.

In the same location, the affiliated computer school, Widyaloka, provides computer training and consulting services for companies and the general public. It has been on site for three years and was joined by ALT in October 1989.

The school affiliation can provide general English for children or adults at elementary, intermediate and advanced levels; as well as TOEFL preparation, and computer training in software packages and computer languages. Teacher-moderated conversation classes are organized on request for intermediate and advanced students.

Site and Building

The school occupies half a block of a commercial building on the busy main road, which connects the center of the city to the airport. Two kilometers from the city center, it is on a main bus route with ample transportation by mikrolet (mini-buses), bajaj (three-wheel taxi), and ojek (motorcycles).

The two-storey building was built between 4 and 5 years ago. It is a flat-roofed concrete structure with glass entrance doors fronting into the main road. A parking space for approximately 5 cars separates the building from the road.

At the back, there are living quarters for computer teaching staff with kitchen and bathroom facilities. At present, ALT/Widyaloka have a four-year lease.

Head Office/Branches

The Head Office of ALT is in Jakarta with another branch in Pontianak, West Kalimantan. Widyaloka's main office is also in Jakarta, with 20 branches nationwide.

Students

In the last year, 223 part-time students have studied at ALT, Banjarmasin, with 230 students presently enrolled. The most popular courses to date are the children's courses for primary and junior high school students that make up approximately 50% of the center's population. High school and university students form the next largest group (40%). Company employees, particularly from timber companies, provide 10% of the ALT student population through contracts. These courses are run both at the school and at company locations.

Widyaloka, Banjarmasin has trained over 2,000 students in computer programming since 1985. The majority of these are from private companies and are learning popular computer programs, with a smaller group going on to learn computer languages.

Reporting Systems

After each course, an assessment of the students' progress and an evaluation of materials is carried out by the Director of Studies (DOS) in consultation with the teaching staff. Together with the Coordinator's reports, these are sent to the ALT Directors in Banjarmasin and Jakarta.

Attendance reports and teachers' logbooks are kept for each class. All students get report cards and certificates after each level. Companies whose students are studying at ALT are provided with attendance data, students' progress reports and final grades upon request.

Due to such advanced computer services on site, all administration, accounting, progress reports, and test results are computerized.

Future Plans

As the school is newly established, short-range plans focus on further course development for the private and government sectors. Courses for teacher preparation and staff development are another area of interest as is the set up of a self-access center.

PROGRAM INFORMATION

The school specializes in part-time courses for school and university students and company employees.

General English : levels: eleven in total, elementary (1-2), pre-intermediate (3-4), intermediate (5-7), post-intermediate (8-9) and advanced (10-11); four macroskills; courses available for adults and children; 3 month PT course, 2 hrs/wk per level.

TOEFL Preparation : levels: intermediate/advanced; minimum 5 students, 3 month/80 hr regular course, or 6 week/50-60 hr program; available on request.

Work Related Course : levels: elementary (1-3 levels) 3 months course, intermediate/advanced (6-10 levels) 1 year course; based on General English course plus ESP content; PT courses available; 4 to 6 hrs/wk; specialty language and/or computer training for administration, management and office staff of manufacturing industry.

English for Children : level: pre-elementary level; 3 hrs/wk.

Class Size and Schedule

The average and maximum class size is 15 for General English courses and 20 for TOEFL Preparation. For TOEFL and company contracts, a minimum of 5 participants is necessary to open the course. The courses currently running at the center are all part-time, and take place from 14:00 to 22:00. Adults generally study for 4-5 hours a week (16:00 to 22:00) and children 3 hours a week (14:00 to 18:00). Courses start when enrolment is sufficient, generally each month for General English courses.

Widyaloka runs 2-hour computer courses twice a week for classes of 15 on average, with a minimum number of 10 students and maximum of 30. They follow the same schedule as the English language classes, i.e. 14:00 to 22:00 from Monday to Saturday.

Curriculum and Materials Development

Core texts used in the general programs are largely supplemented by materials adapted from various sources.

The materials developer and program coordinators in Jakarta do most of the materials development, but the DOS in Banjarmasin also spends 20% of his time in materials collation and adaptation. For intermediate/advanced students, materials are adapted from short stories, newspapers and magazines. Current events are used to develop materials for discussions and social interactions for the special conversation classes.

Core Texts

Popular core texts used for the General English courses include: **American Kernel Lessons** (for levels 1,2,5 and 6); **In Touch** (levels 1-4) and **Life Styles** (levels 7-9). **Longman's TOEFL Preparation and Checklists for Vocabulary Study** are used for the TOEFL courses together with practice tests. The **Pathway** series is used for the children's courses.

Language Testing and Student Placement

Student placement is determined by the ALT internal placement test. Initially, all potential students are given a 25 minute multiple choice structure test. Depending on the score, a student may then take Level I, II or III of the remaining Level Test Assignments to be placed in the appropriate course level. This consists of a 10 minute listening comprehension test and 10 minute grammar/reading test.

Promotion from one level to the the next is determined by an average of the course progress and final tests, with teachers' assessment used on borderline cases.

Institutional TOEFL can be given by ALT. The nearest venue for International TOEFL is at Lambung Mangkurat University, Jalan K.H. Hasan Basri, Banjarmasin. International TOEFL are held in January and May only.

Tailor-made Programs

ALT, Jakarta has extensive experience in developing tailor-made programs in the areas of EAP, Business English and Technical English. This is available to support the newly opened center in Banjarmasin.

Program Fees

Children's courses and General English courses are advertised as a set fee per level. A two-tier fee choice is given to the client dependent on whether the teacher is a native or non-native speaker of English. Native English speaking teachers for a course increase its price to the client by more than 50%. Fees are negotiable for contracts depending on the program and client requirements.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

The number of teaching staff at ALT, Banjarmasin are 2 full-time and 3 part-time members. One of these (the DOS) is a native English speaker.

Nationalities :	Indonesian	: 4
	American	: 1

ALT, Banjarmasin

The language staff are joined by 4 full-time staff and 5 part-time assistants at Widyaloka. All Widyaloka staff are Indonesian nationals.

Teacher Qualifications

The minimum qualification for Indonesia teaching staff is a Sarjana (S1) degree from a university or IKIP plus training in ELT materials development. Experience in teaching EFL is preferred. Native speakers are hired through Jakarta. The current DOS holds a master's degree and a TEFL certificate.

Teaching Experience

The DOS has had experience in program administration and teaching EFL in Morocco, Thailand and Saudi Arabia. Other staff have taught for two years in Galang with the School for the Experiment in International Living.

Contract and Length of Service

Teachers' contracts through ALT, Jakarta are 18 months in length.

ELT Consultant: not applicable.

Head Teacher/Teacher Ratio : 1 : 4

Administrative Staff

1 Director/Marketing Manager (ALT/Widyaloka)	: PT
1 Director of Studies/Materials Coordination (ALT)	: PT
1 Office Manager (ALT/Widyaloka)	: FT

Support Staff

1 technician	: FT
2 receptionists	: FT
1 secretary	: FT
1 bookkeepers	: FT
1 cashier	: FT
1 office clerk	: FT

FACILITIES AND RESOURCES

Classrooms : 6 classrooms (2 classrooms used for storage)

Average Size : 4m x 5m

(one 8m x 8m classroom shared by Widyaloka)

The four functioning classrooms are all air-conditioned and equipped with student desks and chairs, whiteboard, tape recorder and teacher's desk. A large entrance reception area serves as a student rest area. Two other classrooms, currently used for storage, are similarly furnished and can easily be set up when needed.

Other Facilities :

Language Laboratory	Yes	
Library	No	
Self-access Center	No	
Auditorium	No	
Computer Laboratory	Yes	
Teachers' Room	Yes	
Cafeteria	No	
Student Lounge	Yes	reception area doubles as student area
Student Residence	No	
Technician Room	Yes	used for photocopying/computer maintenance.

Language Laboratory

The school has a 20-carrel language laboratory on the second storey of the building. It is an "Indocom" laboratory model and open Monday to Friday.

Computer Area

Widyaloka has 3 computer laboratories with 40 computers and 5 printers available for study. Any use of these facilities by ALT students would have to be set up specifically. Computers are available Monday to Saturday from 08:30 to 22:00. They are all IBM compatibles. A technician is on site for the computer and language laboratory maintenance.

Staff Room/Offices

A teachers' room is shared by 5 ALT and 5 Widyaloka staff. Individual teacher's lockers are in this room with a cupboard for storage. One other office is used by the Director of Operations.

Equipment

- 1 OHP
- 4 tape recorders
- 1 video recorders (Sony Betamax)
- 1 video camera
- 1 photocopy machine
- 1 television
- 1 slide projector
- 1 electronic image projector for computer laboratory

ADDITIONAL INFORMATION

Clients

ALT's experience with contract clients in Banjarmasin to date include: PT Jayanthi (timber off-site training), and PT Dayasakti (plywood). Specific English language training has also been given to

ALT, Banjarmasin

individual employees of Bank Rakyat Indonesia and the Immigration Office.

Radio and Newspaper Productions

ALT produces a radio program called "Time for English", which is broadcast in the Banjarmasin area for 45 minutes every Saturday evening on Radio Chandra 88.24 AM. It consists of English conversation and music. An accompanying newspaper column of the same name is published weekly in the **Banjarmasin Post**, also on Saturdays. Its format is generally an article on a related topic to the radio program and a structure review.

All materials for the radio program and newspaper column are developed by the DOS and teaching staff of ALT. Everyone on the staff takes part in the program over a month period.

English Language Club

An English Language Club is also organised by ALT once a month on Saturday afternoons. The club provides English conversation through games, movies and bi-annual field trips. The club is free to the public.

Computer Programs

Widyaloka provides computer training in Wordstar, Printshop, Lotus, and computer languages, such as Basic, Pascal, Cobol and Fortran.

Head Office

American Language Training's head office is located at:

Address : Jalan Panglima Polim Raya 100, Jakarta
Contact Person : Mr Scott Paauw
Telephone : (021) 720-0758, 720-0759, 720-0761
Fax : (021) 720-0760

Widyaloka's head office is also in Jakarta:

Address : Duta Merlin, Block B 35-36,
Jalan Gajah Mada 3-5, Jakarta 10130
Telephone : 374-201, 374-213, 374-212, 374-216, 374-217
Fax : 374-197

**BALAI BAHASA
(LANGUAGE CENTER)
in conjunction with
FKIP, MULAWARMAN UNIVERSITY**

**Jalan P. Flores No. 1,
Samarinda, East Kalimantan**

Tel: (0541) 21033

Contact Persons :

**Mrs. Surya Sili, M.A. , Director, Balai Bahasa
Drs. Rahmat Soe'od, M.A., Head of English Department, FKIP**

GENERAL INFORMATION

Brief Description

The autonomous unit of the Balai Bahasa at Mulawarman University (UNMUL) was originally set up in 1974 to provide English language training for the students of UNMUL Department of English and teaching staff from the various faculties.

In 1988, a new Director was appointed to the center and new language activities were begun in September 1990. These include offering general, integrated English courses and TOEFL preparation not only for university personnel but also for private, fee-paying students. Providing language laboratory facilities for the university students and lecturers enrolled in English courses at UNMUL has always been, and remains, a large part of the role of the Balai Bahasa. The Director of the Balai Bahasa reports directly to the Rector of Mulawarman University.

Site and Building

The Balai Bahasa is located in the center of the town of Samarinda on the main street, Jalan Flores. The two-storey building was custom-built in 1974, in functional, government institutional style. The building is set back from the road with ample parking facilities and is easily accessible by minibus or motorcycle.

The main campus of Mulawarman University is situated on a hill called Gunung Kelua, about 20-30 minutes' drive from the town center of Samarinda. The Balai Bahasa on Jalan Flores is one of two satellite campuses of UNMUL; the other (the Polytechnic) is located at Samarinda Seberang, across the Mahakam River from the town.

Connection with FKIP English Department

The Balai Bahasa is open to all UNMUL university students and lecturers, but there is a particularly close connection between the

teaching staff of the Balai Bahasa and that of the Faculty of Teacher Training and Education (FKIP). The two teaching staff at the Balai Bahasa work in cooperation with the seventeen staff of the FKIP and share materials and facilities.

Students

In the 16 years of the existence of the center, 1053 part-time students (8 hours per week) have been trained. Currently, 96 part-time English department students and 31 part-time private students are enrolled. Of those private students, approximately 40% are at the intermediate level and 60% at the elementary level.

Reporting Systems

After every 3-month course, a program evaluation is carried out and a program report prepared for the Rector. Attendance records are kept for each student and serve to record the teacher's log of work covered. During the term, five progress tests are given and form the basis of the student progress reports.

Future Plans

Planned improvements at the Balai Bahasa center focus on the build-up of new staff and materials. Although the center has continued to provide services to the English Department since 1979, it has only in the last two months reactivated its private classes after a 7-year break.

The center has a brochure for the public, offering courses in General English at three levels, TOEFL Preparation and English for Children. The capability is available if there is the demand.

PROGRAM INFORMATION

General English : levels: elementary and intermediate; integrated course, four macroskills; PT 5 hrs/wk consisting of 1-hour lab session and 2 hours of class instruction, twice a week.

TOEFL Preparation : on demand; FT, intensive 360-hour course for 3 months; usually September to December, January to March.

Class Size and Schedule

The average class size for General English courses is 14 with a maximum of 20 students. The two-hour classes are run as follows : intermediate on Monday/Thursday and elementary on Tuesday/Friday from 15:30 to 17:30. Laboratory sessions are held on Saturdays: elementary classes from 15:30 to 16:30, and intermediate classes from 16:30 to 17:30.

Curriculum and Materials Development

All courses are designed by the Director utilizing published materials.

Core Texts

For the General English classes, **Kernel One A and B** are used for the elementary level and **Kernel Lessons Intermediate** for the intermediate level. While these materials are considered out-of-date by the Director, they are the only materials presently available at the center. For the FKIP English Department students, Universitas Terbuka (Open University) materials **English for Education** have been used as well as university prescribed texts such as **Sociolinguistics** and **Language Teaching Papers in Applied Linguistics**.

Language and Student Placement

The center uses its own internal tests based on the **Kernel Lessons** levels for placement purposes in the General English classes. Promotion to the next level is determined by **Kernel Lessons** progress tests, class performance and teacher assessment.

The Institutional TOEFL is administered at the Balai Bahasa for Mulawarman University. The nearest International TOEFL is held at Lambung Mangkurat University (UNLAM) in Banjarmasin.

Country Specific Orientation: None

Program Fees

The fees are determined for the public classes by the Director in comparison with other English courses in Samarinda. These are then approved by the Rector.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff Balai Bahasa and FKIP combined:

The number of teaching staff at the Balai Bahasa center are: 1 director/teacher and 1 teacher (part-time FKIP).

At the FKIP, English Department, there are 16 full-time staff. In addition, there is an arrangement with the British Voluntary Service Overseas (VSO) to provide one English teacher.

Nationalities : Indonesian : 2 (Balai Bahasa) and 16 (FKIP)

Teacher Qualifications

Balai Bahasa :

A Sarjana (S1) degree in English Education with a TOEFL score of at least 500 is the university staff requirement to work at the center.

UNMUL, Samarinda

FKIP :

Two staff at the FKIP hold master's degrees from the United States, one in TESOL and one in Instructional Design and Technology. The thirteen others have Sarjana (S1) degrees with TEFL diplomas. One staff member is currently in the USA, completing an M.A. in TESOL Program.

Experience

All staff members have over 6 years' teaching experience in Indonesia.

Contract and Length of Service

The teachers at the center and FKIP are government employees and have permanent jobs.

Head Teacher/Teacher Ratio

Balai Bahasa :	1 : 1
FKIP :	1 : 16

Administrative Staff

Balai Bahasa:

1 Director/Teacher :	PT
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Support Staff

Balai Bahasa:

1 technician :	FT
1 secretary :	FT
1 bookkeeper :	FT

FACILITIES AND RESOURCES

Classrooms :	5
Average Size :	5m x 6m

Classrooms are light and airy, each with a blackboard or whiteboard and standard wooden student chairs.

Other Facilities

Language Laboratory	Yes	
Library	No	access to UNMUL
Self-access Center	No	
Computer Laboratory	No	access to UNMUL
Teachers' Room	No	
Student Lounge	No	

Student Residence	No
Auditorium	No
Cafeteria	No
Conference Room	No

Library

The Balai Bahasa does not have a library, but has two wall-size, glass-fronted cupboards in the administrative office which house the available texts. These hold 353 titles, of which 299 are ELT books, mostly related to reading comprehension and structure for beginners. University students taking the General English courses are able to borrow these informally during office hours, 08:00-14:30. The Director personally subscribes to *TESOL Quarterly* and is a member of TESOL.

The FKIP English Department has a collection of professional ELT books, recently donated by the British Council, which are also available to the Balai Bahasa staff. The Balai Bahasa staff also has access to the university library with over 30,000 holdings on all subjects. The English holdings, however, are limited to 50 titles.

ELT audiotapes at the Balai Bahasa are kept in the control room/administration area of the adjoining language laboratory. Multiple copies of 23 ELT tape titles are available and students can borrow these tapes to make copies.

Self-access Center: None

Language Laboratory

The main service that the Balai Bahasa provides for the university is the language laboratory. It is a 20-carrel Sony Audio-Active-Comparative (ACC) model installed in 1975 and is well maintained. It is open from Monday to Saturday from 08:00 to 14:30 and 15:30 to 17:30. Popular tapes used include: *Active Listening*, *Questions and Answers* and *Progressive Audio Lingual*. The language laboratory is not available for self-study purposes.

Computer Laboratory

The university campus computer laboratory is available upon request. It has 20 computers, 4 printers and various software packages: *Precision*, *Dysan*, *Lotus*, *dBase III*, *Wordstar*, *Symphony*, etc. No self-access time for individual students is available at present.

Staff Room/Offices

At the Balai Bahasa, the administration office doubles as a staff room.

Equipment

2 tape recorders

ADDITIONAL INFORMATION

From 1983 to 1990, the public classes were not in operation and service was only made available to the university staff and students of UNMUL. Before that time, the Balai Bahasa had an active service contract with HUFFCO (oil industry). Recently, the Balai Bahasa was involved with BAPARDA Kaltim (East Kalimantan Board of Tourism) in conducting a two-week introductory program of English for Occupational Purposes for 60 hotel and restaurant employees in the Samarinda area. This course was organized by the Director. Such public contracting is now being actively sought by the center.

**STAFF ENGLISH LANGUAGE TRAINING UNIT
(PUSAT PELATIHAN BAHASA INGGRIIS UNTUK
STAF)
PATTIMURA UNIVERSITY**

**Kompleks Badan Kerja Sama
Jalan Martha Alfons
Poka, Ambon, Maluku**

Tel: (0961) 51551

Fax: (0961) 51552

Contact Persons:

Drs. R. Oszaer, Head of LPIU

Dra. Leonora S. Tamaela, Head Coordinator

Dra. Irene Talakua, Admin. Coordinator

GENERAL INFORMATION

Brief Description

The Staff English Language Training Unit (SELTU) of Pattimura University (UNPATTI) was established in 1988 through support from the Eastern Indonesia University Development Project (EIUDP), a project funded by the Canadian International Development Agency (CIDA) and executed by Simon Fraser University of Canada. SELTU currently offers basic English language training courses to university lecturers who plan to do post-graduate work overseas, as well as community English courses to other government agencies and departments.

The center is managed by the Head Coordinator of SELTU and an administrative coordinator, who report to the Rector through the Local Project Implementation Unit (LPIU) committee.

Site and Building

SELTU occupies three buildings in a recently built (1988) complex on UNPATTI campus. The air-conditioned complex contains three classrooms, a language laboratory, resource center, administrative and teacher offices, and student cafeteria. All buildings are linked by covered walkways.

The campus is located in Poka, 24 kilometers from Ambon or one hour by car or local taxi. A regular car and passenger ferry service links Poka and Ambon, reducing the traveling time to less than an hour.

Students

SELTU currently has 43 students taking basic English language training (BELT or pre-BELT) between 15 and 30 hours per week. Since 1988, approximately 90 students have completed BELT. The majority of these students are junior lecturers in the basic sciences who have taught three years or more at UNPATTI and who have been nominated to do post-graduate studies in Canada. The remaining students are lecturers from other faculties or employees from government institutions (e.g. LIPI, Department of Health, Office of Sea Fishery Research) who are taking basic English language training, Community English classes, or TOEFL workshops.

Reporting Systems

Reporting is conducted through attendance records, course and student progress reports for all BELT Courses. For pre-BELT courses, student test scores only are reported. Program evaluation is done formally through student questionnaires and informally through weekly staff meetings.

Future Plans

Long range plans are to offer part-time Community English classes to the general public. More immediate plans include the expansion of the resource/self-access center.

In addition, SELTU staff are working closely with the ELT Advisors from EIUDP to plan and organize seminars and workshops in the areas of curriculum design, self-access, materials development and teacher training as part of on-going professional development of the staff for 1991.

PROGRAM INFORMATION

SELTU course offerings are primarily basic language training courses (BELT) with some TOEFL Preparation classes.

- | | |
|------------------------|--|
| Pre-BELT 1 | : level: below TOEFL 350; integrated course covering all four skills, 15 hrs/wk for 11 wks; 165 hrs. in total. |
| Pre-BELT 2 | : level: TOEFL 350-375; skills-oriented course; 20 hrs/wk for 11 wks, 220 hrs in total. |
| BELT | : level: TOEFL 375-425; skills-oriented, 30 hrs/wk for 11 wks, 330 hrs in total, follows OTO model. |
| EAP I Extension | : level: remedial course for EAP I students who have not qualified for EAP II (TOEFL 476 +); 150 hrs in total. |

- EAP** : level: intermediate; 150 hr course, 3 days/wk over 5 mths, for UNPATTI administrative staff.
- Community English** : basic level, follows Pre-BELT syllabus, 15 hrs/wk for 11 wks. Note: if there are only a few students, they join Pre-BELT classes.
- ESP** : BELT level; 15/30 hr course for university faculty/staff, focus depends on needs; e.g. report writing, communication skills for administrators.
- TOEFL Prep** : BELT level, 2 hrs every Saturday for 11 wks, 22 hrs in total.

Class Size and Schedule

All courses start every 3 months: January, April, July and October. The BELT course runs from 08:30 to 15:45 Monday to Thursday and until 12:30 on Friday. Pre-BELT 1 runs five mornings a week from 08:30 to 12:15, and Pre-BELT 2 runs five afternoons a week from 12:30 to 16:45. Community English classes presently follow the Pre-BELT schedule but times are subject to change. TOEFL classes are held on Saturday mornings only. The average class size for each course is 16.

Curriculum and Materials

SELTU has compiled and developed a considerable amount of ELT materials with the assistance of an ELT Specialist from EIUDP who worked at the center for two and half years, and a British VSO teacher who was there for one year. Materials include video listening materials, OHP materials for speaking, writing and vocabulary, visual aids, communication games and other supplementary teaching and self-access material.

Core Texts

Pre-Belt 1 and 2 use several texts, some of which are: *Follow Me*, *Regents English Workbook*, *Start Listening*, *Express Ways and Jazz Chants*. BELT and Community English classes use some of the same material as well as the *Cambridge English Course I and II*, *Nucleus Series*, *Interactions*, *Strategies in Reading*, and *Skills for Academic Reading*.

Language Testing and Student Placement

All courses use the *Cambridge English Course Review Test* and *Institutional TOEFL* for placement purposes. Advancement is determined by classroom performance, classwork, in-house tests, teacher assessment, and *Institutional TOEFL* scores.

The *Institutional TOEFL* is administered at SELTU, UNPATTI but tests are scored in Jakarta. The nearest *International TOEFL* is at UNHAS in Ujung Pandang.

Tailor-made Programs : none

Country Specific Orientation

Materials at SELTU are not country specific. They include materials from Canada, Britain and the USA, all of which have been purchased since 1988.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

There are six Indonesian staff who work part-time at SELTU and the remaining time at the Faculty of Teacher Training and Education (FKIP), UNPATTI. In addition, there are three teachers from the Summer Institute of Linguistics (SIL), one full-time and two part-time until April 1991. A Canadian volunteer teacher from CUSO joined the center in February 1991.

Nationalities :	Indonesian	: 6
	American	: 2
	Canadian	: 1

Teacher Qualifications

The minimum qualification for SELTU Indonesian staff is a Sarjana (S1) degree with five years of experience of teaching English at the university level. Native speakers must have training and experience in teaching English as a second or foreign language. At present, six teachers from FKIP hold certificates in English. Two others have master's degrees in TESL or Linguistics.

Teaching Experience

The Indonesian staff have had more than 10 years of experience teaching both government and private students. One SIL teacher comes with 15 years of ESL experience in California and another with ESL experience in New York. The CUSO teacher has eight years of experience in Africa and Canada.

Contract and Length of Service

Indonesian teachers are all permanent faculty members of UNPATTI. SIL teachers stay for an average of two years.

ELT Consultant

From February 1988 until July 1990, SELTU had a full-time ELT Advisor funded by EIUDP. The advisor assisted UNPATTI to set up the SELTU, develop appropriate materials and provide teacher training support. At present there is no full-time advisor on campus, but the ELT Advisors from EIUDP's Jakarta office continue to provide on-going support. For 1991, a series of teaching training seminars are being planned in conjunction with UNSRAT and

UNCEN, two other universities funded by the same project. The seminars are being planned in consultation with the Local Project Implementation Unit (LPIU).

Head Teacher/Teacher Ratio: 1 : 9

Administrative Positions

- | | | |
|---------------------------|------|-----------------------------------|
| 1 Head Coordinator, SELTU | : PT | doubles as curriculum coordinator |
| 1 Office Administrator | : FT | |

Support Staff

- | | |
|--------------------------|------|
| 1 librarian/bookkeeper | : FT |
| 2 resource center clerks | : FT |
| 2 technicians | : FT |
| 1 secretary/cashier | : FT |
| 3 office helpers | : FT |

FACILITIES AND RESOURCES

Classrooms : 3

Average Size : 6m x 6m

Each classroom is well-lit (with windows on both sides), whiteboard, tape recorder, OHP, and student desks and chairs. One classroom has a video machine. Another one is presently being used for Basic Science classes.

Other Facilities

- | | | |
|------------------------|-----|---------------------|
| Language Laboratory | Yes | |
| Library | No | use Central Library |
| Self-access Center | Yes | in resource room |
| Computer Laboratory | No | for Basic Sciences |
| Teachers' Room | Yes | two spacious rooms |
| Cafeteria | Yes | doubles as a lounge |
| Administration Offices | Yes | |
| Guesthouse | Yes | in SELTU complex |

Resource/Self-access Center

The center is small (5m x 3m) with four long tables, two racks of magazines and shelves full of ELT books. The seating capacity is 16. Currently, there are over 580 ELT holdings that include ELT references, multiple sets of student texts, reading kits, games, and well-organized self-access materials with answer keys. Also included are 536+ audiotapes, 32 videos, and subscriptions to *The Economist*, *McCalls*, *Time*, *Sports Illustrated*, *Newsweek* and *The Jakarta Post*. Resources are available to both SELTU students and teachers, as well as students in the community English classes. The

center is open Monday to Friday from 08:30 to 16:30, and on Saturdays from 09:00 to 12:00. Two part-time clerks from FKIP, who speak some English, are available to assist the students.

Language Laboratory

The laboratory, located in a brightly lit room, was installed in 1989 by EIUDP. It contains 16 Sanyo tape-decks with an Elmorenik master console. Hours of operation are: 08:30 to 16:30 from Monday to Friday, and 09:00 to 12:30 on Saturdays. The laboratory is available for independent study three hours per week.

Computer Laboratory

Twelve IBM compatible computers and four printers were purchased by EIUDP for use by teaching staff (not students) in the Basic Sciences. The computers have recently being moved to the ELTU complex. Hours of operation are 08:00 to 16:00 from Monday to Friday, and 09:00 to 12:00 on Saturdays.

Teachers' Offices

One spacious air-conditioned room and one smaller room have been allocated for the 9 teachers. Filing cabinets full of teaching materials (organized by skill), shelves of ELT reference books and tapes, and one computer are available for teacher use.

Equipment

- 3 overhead projectors
- 6 Sony tape-recorders
- 3 video recorders (Betamax)
- 3 televisions
- 1 fast dubbing machine

ADDITIONAL INFORMATION

Clients

SELTU has served the following clients: Lembaga Ilmu Penelitian Indonesia (LIPI), Balai Penelitian Perikanan Laut (BPPL-Fishery), the Departemen Kesehatan (Dept. of Health) and the Agency for Science and Technology (BPPT).

**LABORATORIUM BAHASA UNDANA
(LANGUAGE CENTER UNDANA)
UNIVERSITY OF NUSA CENDANA**

**Jalan Jenderal Soeharto 72
Kupang, N.T.T. 85118**

Tel: (0391) 22515

Contact Person:

Mr. Clemens Kolo, M.A., Head of the Language Laboratory

GENERAL INFORMATION

Brief Description

The Laboratorium Bahasa (Language Center) at the University of Nusa Cendana (UNDANA) in Kupang was established in 1975 to serve both undergraduates and university faculty. The center offers a listening laboratory course to undergraduates and a general English course to faculty members. Both courses are coordinated by teaching staff from the English Department who report to the Dean of the Faculty of Education.

Site and Building

The center is located in the Faculty of Education complex on the old campus of UNDANA in Kupang. The fifteen year old, concrete building houses one large classroom with two small offices and a language laboratory. The new campus, still under construction, is located at Penfui near the airport, approximately 10 kilometers from the town. Plans are underway to move the Language Center to Penfui over the next five to six years.

Students

Currently over 50 university faculty members are enrolled in part-time general English classes and 120 undergraduates are enrolled in a Listening Laboratory course. Since its start-up, over 2250 students, including faculty and undergraduates, have taken language training.

While the majority of the participants are from UNDANA, the center can offer English training to government and non-government staff upon special request. The most recent course was offered to the staff of the Public Works Department in 1988-89.

Reporting Systems

Reports consist of attendance records for all courses. Student progress reports are prepared every three months for UNDANA faculty registered in language courses. The report includes test scores

and the results of an oral interview. Undergraduates receive a similar report every six months with test scores only.

Future Plans

Within the next two years, the Language Center plans to add two more classrooms and to develop a self-access center. More distance plans include the offering of English language classes to the general public, the installation of a computer laboratory, and the purchase of additional teaching materials and textbooks.

PROGRAM INFORMATION

Courses

The language training classes are offered on a part-time basis only.

General English : levels: elementary to intermediate; 3 times a week at various times, total 6.5 hrs/wk; course covers all four skill areas.

Listening Laboratory: level: undergraduates; one 100 minute class once a week.

Class Size and Schedule

The general English classes have an average of 20 students per class. They are offered at various times: 08:30 to 09:40, 11:30 to 12:10, and 16:30 to 18:00. The Listening Laboratory has an average of 40 students and is usually held from 09:00 to 10:40, Monday to Friday.

There are no fixed starting dates for the General English classes. An announcement is usually circulated to the faculties when a course is scheduled to begin. The Listening Laboratory schedule follows the regular university calendar.

Curriculum and Materials

At present, no materials development is taking place. In the past, staff have compiled materials from a wide range of sources.

Core Texts

The General English classes use **Cambridge English Course (CEC)**, **Welcome to English** and **Streamline** as the core texts. For the Listening Laboratory, CEC tapes are used as well as the textbook **Active Listening**.

Language Testing and Student Placement

The center uses its own in-house placement test followed by an oral interview for university faculty. Promotion is based on end-of-course tests prepared by the teaching staff.

The Institutional TOEFL is held at UNDANA through arrangements with the Institute of International Education (IIE) in Jakarta. The nearest International TOEFL is held in Surabaya, Central Java.

Tailor-made Programs: none at present

Country Specific Orientation

The center has done some orientation for staff going to Australia and the USA for post-graduate work through the integration of cultural materials into the ELT courses.

Program Fees

Program fees for outside clients vary according to the program and are negotiable. Courses fees for university staff are determined by the Rector of UNDANA.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

Presently, there are five teaching staff who teach three hours in the Language Center and eight hours in the Department of English.

Nationalities : Indonesian : 5

Teacher Qualifications

A Sarjana (S1) degree is the minimum requirement to teach undergraduates. A master's degree is required to teach faculty members. Presently, three faculty members hold masters' degrees in Applied Linguistics or TESL from Australia or the USA.

Teaching Experience

Most teaching staff have several years of experience teaching undergraduates as well as SMP and SMA students. A few have experience teaching Vietnamese and Cambodian refugees.

Contract and Length of Service

All staff are permanent faculty members in the Department of English.

ELT Consultancy

UNDANA received three short-term consultants for three month periods through funding from the Australian International Development Program from 1986 to 1988. Another language consultant, funded through AIDAB, is scheduled to work with the Department of English in 1991.

Head Teacher/Teacher Ratio : 1 : 5

UNDANA, Kupang

Administrative Positions

1 Head : PT also teaches part-time

Support Staff

2 laboratory technicians : FT

FACILITIES AND RESOURCES

Classrooms : one with a/c

Average Size : 6m x 8m

The classroom contains tables, chairs and a whiteboard. It can accommodate 20 students comfortably.

Other Facilities

Language Laboratory	Yes	
Library	No	have 3 cupboards of books
Self-access Center	No	
Computer Laboratory	No	
Teachers' office	Yes	two small ones; 4m x 4m
Student Lounge	No	
Cafeteria	No	
Technician Room	Yes	
Student Residence	No	

Teacher Reference Library

The small library of 204 ELT Books and 55 audio tapes is stored in three cupboards in the two teachers' offices. The materials are for instructional use only. There are no books available for student loan.

Language Laboratory

The Sony laboratory, set up in 1975, seats 20 students. It is available in the mornings from 07:00 to 12:00. Students have self-access to tapes when the laboratory is not being used for classroom instruction.

Equipment

- 1 overhead projector
- 2 tape recorders

ADDITIONAL INFORMATION

Clients

UNDANA Language center has served government officials in BAPPEDA (Regional Development Planning Bureau), Public Works Department, and Social Workers' Foundation.

**LANGUAGE LABORATORY
(LABORATORIUM BAHASA)
UNIVERSITY OF MATARAM**

**P.O. Box 20
Jalan Pendidikan 37
Ampenen, Mataram,
Lombok**

Tel: (064) 2116, 23007, Ext. 39

Contact Persons :

**Prof. Drs. H. Abdul Karim Sahidu, Dean of FKIP, and
Head of Laboratorium Bahasa
Mr. Untung Waluyo, Laboratory Coordinator**

GENERAL INFORMATION

Brief Description

Laboratorium Bahasa (Language Laboratory) at the University of Mataram (UNRAM) has been in existence since 1975. Through its general English courses, it serves both undergraduates and university lecturers, as well as employees in government departments. The present Dean of the Faculty of Teacher Education and Arts (FKIP) is responsible for the laboratory and reports directly to Vice-Rector I. A coordinator looks after the day-to-day administrative details.

Site and Building

The language laboratory is situated in the center of the university campus, surrounded by tall palm trees. The low-rise building which houses the laboratory and one classroom was built about fifteen years ago. The campus is easily accessible by mini-bus (bemo).

Students

Currently, 160 students are enrolled in part-time English classes. The largest group (80) are undergraduates studying to be teachers, followed by university lecturers (60). The balance of the students (20) are employees from government departments and private companies.

Reporting Systems

Reporting is conducted through attendance records and student progress reports which include test scores for reading, writing and listening and grammar. Semi and annual reports for the Rector

include a program evaluation component. All of these areas are computerized.

Future Plans

Plans include the expansion of classroom space, and the upgrading of the laboratory to a full language center.

PROGRAM INFORMATION

General English Teaching Staff : four levels: basic to advanced; four macro skills; 2 hrs x 3 times/wk over 3 months.

Language Laboratory : level: basic; 2 hrs/wk over 16 wks; listening only for undergraduates.

EAP : level 1; four macroskills; offered on demand.

Class Size and Schedule

All classes have an average size of 20 students. Classes start in January, June and October for university lecturers and the general public. These classes are conducted in the afternoons between 16:00 and 18:00.

Curriculum and Materials Development

There is none at present.

Core Texts

Some texts used in the General English course are: **Challenge to Think, Use of English, Speak to Learn, and Streamline**. Higher levels use **Text to Note** and **Beyond Words**.

Language Testing and Student Placement

Laboratorium Bahasa uses its own internal placement test which draws on TOEFL material. Advancement to the next level is based on teacher-made progress tests.

The Institutional TOEFL is given at the University of Mataram; the nearest International TOEFL center is either at the University of Nusa Cendana or Sekolah Tinggi Kesenian Indonesia (STKI, the College of Arts) in Denpasar.

Tailor-made Programs: none at present

Country Specific Orientation

Materials are eclectic, not country specific.

Program Fees

There is a fee differentiation for university lecturers and the general public.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

There is one full-time coordinator and four part-time English teachers from the Faculty of Teacher Education and Arts (FKIP).

Nationalities: Indonesian: 5

Teacher Qualifications

Minimum requirement is a Sarjana (S1) degree with a major in English for Indonesians; a bachelor's degree with some TEFL experience is required for native speakers of English.

Teaching Experience

All teaching staff have experience teaching undergraduates in the Faculty of Teacher Education and Arts, FKIP.

Contract and Length of Service

As permanent university staff, all teachers have on-going work at the FKIP. However, they are required to get the permission of the Dean, FKIP, to teach in the Laboratorium Bahasa.

ELT Consultant

In the past, native speakers of English have provided support to the language laboratory; one was a Canadian CUSO volunteer (1987), two Australian ELT teachers funded by AIDP (1987 and 1988), four British volunteers (VSO) funded by the British Council (1977-1986).

Presently, the University of Mataram is part of the Eastern Indonesia University Development Project (EIUDP) funded by the Australian International Development Association Bureau (AIDAB). Through this project, an ELT Consultant from MacQuarie University in Sydney is expected to provide assistance in 1991.

Head Teacher Teacher Ratio : 1:5

Administrative Positions

1 Head of Laboratory : PT
1 Coordinator : FT

Support Staff

1 library assistant : FT
1 technician : FT
1 office helper : FT

FACILITIES AND RESOURCES

Classrooms : 1
Size : 9m x 15 m

The classroom has been partitioned into three sections so that it can be used as a counseling area, prayer room and ELT classroom. There are chairs, a blackboard and whiteboard.

Other Facilities

Language Laboratory	Yes	doubles as an ELT library
Library	No	
Self-access Center	No	only lab listening materials
Computer Laboratory	No	
Teachers' Room	No	
Auditorium	No	
Cafeteria	No	
Student Lounge	No	
Student Residence	No	

The Language Laboratory

The laboratory is a 15 year old Sony model with 20 carrels. It is open 07:00 to 14:00, Monday to Thursday, and until 11:00 on Fridays, and 12:30 on Saturdays. The laboratory contains several course texts and tapes, to which the students have access to for independent study in the afternoons. Popular tapes include: **Listening Dictation, Streamline, Kernel Lessons, and English 900.** A small collection of novels and magazines are located in the same area and can be borrowed by students and staff. In addition, a collection of 250 course texts and other reference books is kept in the laboratory office for instructional purposes.

Equipment

- 4 tape recorders
- 1 computer for office use
- 1 record player

ADDITIONAL INFORMATION

Clients

The following government sectors have used the services of the Laboratorium Bahasa over the past years: Department of Health, Manpower, Labor, Transmigration, and Post, Telecommunication and Tourism.

**LANGUAGE CENTER
(PUSAT BAHASA)
HASANUDDIN UNIVERSITY**

**Kampus Tamalanrea
Jalan Perintis Kemerdekaan
Ujung Pandang 90245**

**Tel: (0411) 28034 Ext. 2539
Fax: (0411) 22212**

Contact Person: Prof. Dr. Husen Abas, Director

GENERAL INFORMATION

Brief Description

The Pusat Bahasa at Hasanuddin University (UNHAS) has been in operation since 1970. It offers English language training to university students and staff as well as the general public. The center is managed by a team of instructors under the supervision of the Director who reports directly to the Rector of the university.

Site and Buildings

The spacious university campus, constructed over the past ten years, is located ten kilometers from the center of town within easy access by public transportation. The Language Center occupies two separate buildings in the heart of the campus. One building houses seven classrooms, two language laboratories, a seminar room, and offices on two floors. The top floor of the second building houses four additional laboratories, a resource room, and two offices.

Students

Since its start up twenty years ago, the center has served over 10,000 students, faculty and staff from UNHAS and other nearby private educational institutions. The center currently has over 1200 part-time students and 98 full-time students. The full-time students are either English major students (70) taking a credited Intensive English Course for two semesters as part of their intra-curriculum course, or OTO candidates (28) upgrading their English language skills in order to do post-graduate studies overseas.

The majority of the part-time students are first year undergraduates (1200) taking the required 2 hours per week of English for credit. The remaining students are non-English majors from the other faculties, and university administration and teaching staff taking part-time, non-credit English.

Reporting

Reports follow the OTO model. They include attendance records, coordinator reports and student progress reports. The student reports are sent to the respective deans of the faculties, the Vice-Rector of Academic Affairs, and/or heads of organizations who have contracted the Language Center's services. Program evaluation includes mid-term and end-of-course meetings with teachers and students to discuss the course content.

Future Plans

The Pusat Bahasa plans include: upgrading the self-access facility, offering English for Academic Purposes Level II, and providing support to local and eastern island universities.

PROGRAM INFORMATION

Part-time (PT) and full-time (FT) course offerings include:

- | | |
|---------------------------|---|
| General English | : levels: basic to intermediate (7 levels); 4 macroskills covered, emphasis on reading for 1st year students, reading and speaking for English majors and other students, mostly PT courses from 2 to 4.5 hrs/wk, except for English majors who do 30 hrs/wk for two semesters. |
| SAD English Course | : Speaking Ability Development Course for teaching and administrative staff; 3 hours per day, three times a week for 12 weeks. |
| BELT | : level: basic; course based on the OTO model, FT course of 33 hrs/wk; emphasis on reading and speaking, students are government employees from the OTO pool. |
| EAP I | : level: pre-intermediate; follows OTO model, emphasis on TOEFL preparation and academic writing; FT course for 12 weeks. |
| Technical English | : level: basic; 9 hrs/wks for 12 weeks; experience with Faculty of Engineering students. |
| Business English | : level: basic; focus on correspondence in English as part of intra-curriculum course for English majors. |

EOP : level: basic; 9 hrs/wk; course experience with employees in agriculture, aviation, medicine and engineering.

TOEFL Preparation : upon request for general public; 9 hrs/wk for 10 weeks.

Bahasa Indonesia : available upon request
French, Japanese,
Dutch

Class Size and Schedule

The average class for BELT and EAP I is 18; other classes, 20 students. For private groups the number is flexible. Most classes are offered between 07:30 and 14:00 with some TOEFL Preparation classes being held on Friday afternoons or Saturday mornings. EAP I starts in January. All other courses start in February, June or October. Special courses can be started at any time upon request.

Curriculum and Materials Development

Instructors usually spend two to three weeks prior to the opening of a course compiling resources and selecting various textbooks appropriate to the learners' language level and course objectives. Some material for undergraduate English courses were developed earlier with the assistance of a British Council Key English Language Teaching (KELT) officer. At present, no specific materials development is being done.

Core Texts

Common texts used with undergraduates are: **English Alfa**, **Cambridge Course**, and the **Kernel** series. Texts for BELT and OTO include the above, as well as **Academic Writing** and TOEFL practice materials. All courses include supplementary material taken from a wide variety of sources.

Language Testing and Student Placement

Placement is determined by an in-house diagnostic test and/or oral interview. Advancement to the next level is determined by internal tests or an official ALIGU test for university students and staff; TOEFL for OTO candidates.

Both the Institutional and International TOEFL are administered at UNHAS.

Tailor-made Programs

Normally, one-to two month lead-in time is required. Experience includes the development of a tailor-made program for the Department of Information, the crew of Republic of Indonesia Television (TVRI) and journalists in three languages: English, Japanese and Indonesian.

Country Specific Orientation

No country specific orientation is offered. Resources include some British cultural orientation materials.

Program Fees

Regular course fees are charged by the term. Special courses fees are determined by negotiation.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

The Language Center has 5 full-time and 25 part-time instructors, of which five are native speakers.

Nationalities :	Indonesian	: 25
	American	: 2
	British	: 2
	New Zealand	: 1

The British instructors are volunteers with Project Trust. The instructors from America and New Zealand are with the Summer Institute of Linguistics (SIL) and Global Placement which have offices in California and Texas.

Teacher Qualifications

A bachelor's or Sarjana (S1) degree with some training in TEFL is the minimum requirement. Preference is given to those who hold a master's degree in TEFL. At present, 4 staff hold master's.

Teaching Experience

Most teaching staff have teaching experience in government and private universities.

Contract and Length of Service

Project Trust volunteers have one year contracts. SIL and Global Placement instructors' length of service varies between one and three years. All Indonesian staff are permanent faculty members and have on-going work at UNHAS.

ELT Consultant

UNHAS and the Summer Institute of Linguistics (SIL) established a cooperative program which has provided the services of an ELT Consultant from SIL based at UNHAS since 1980. In 1989, the SIL/ELT Consultant presented five seminars to assist university teachers in becoming more effective classroom teachers. The seminars were also attended by high school English teachers (SMA) and faculty members from other institutions of higher learning. In addition, the British Council guest speakers visit UNHAS to conduct seminars on various ELT topics.

Head Teacher/Teacher Ratio : 1 : 5

Administrative Staff

1 Director	FT
5 Assistant Directors	FT
3 Program Coordinators	PT

Support Staff

1 library head clerk	FT
2 library clerks	PT
1 technician	FT

FACILITIES AND RESOURCES

Classrooms : 7

Average Size : varies - 3 large (8m x 12m); 2 medium (6m x 10m);
2 small (3m x 4m)

Five of seven classrooms are air-conditioned. The large rooms are bright with some wooden arm chairs and a whiteboard in each. The small ones are quite dark and can accommodate up to 8 students.

Other Facilities

Language Laboratory	Yes	6 labs in two buildings
Resource Center	Yes	
Self-access Center	Yes	
Computer Laboratory	Yes	
Teachers' Office	Yes	one large bright room
Teachers' Resource Room	Yes	small with one cupboard
Common Room	Yes	
Student Residence	Yes	
Auditorium	Yes	access to campus
Cafeteria	Yes	access to campus
Technician office	Yes	

Resource Center

The center is located in two small rooms on the second floor of the laboratory building. It is open to faculty staff and students from 08:00 to 14:00. There is a study area with two carrels and a desk where students can read. General holdings include approximately 600 ELT course texts and reference books, 100 cassette tapes and 12 video tapes. Popular tapes include *New English Course*, *English Alfa* and *Cambridge English Course*. No current journals or magazines are available. Students can borrow books only. A full-time library clerk is available throughout the day.

Self-access Listening and Video Room

The self-access area is located between the two new Sony laboratories on the first floor. Seating capacity is 14. There are 4

UNHAS, Ujung Pandang

videos with monitors for individual viewing and 10 listening carrels. Tapes are stored in the teachers' office upstairs and are available for use upon request. One SRA reading kit for self-access reading and a few loose grammar exercise sheets are also available.

Language Laboratories

UNHAS has six language laboratories, all air-conditioned. The two newest laboratories, installed in 1989, are located on the first floor of the two storey Language Center. Each contains 30 carrels and a video. The other four laboratories are on the top floor of the next building. Three of these, built in 1983, each contain 30 carrels, two televisions and early models of Sony video equipment. The fourth, built in 1973, is the smallest with only 28 booths. Laboratories are for use by faculty and undergraduates.

Offices/Common Areas

Teachers share one large bright room with six desks. In a nearby tiny office, a cupboard of resource material is available. A common room with three long tables and chairs to seat 20 persons, is shared by staff and students. Two additional offices, one for the technician and the other for an Assistant Director, are located next to the four older laboratories.

Equipment

- 8 overhead projectors
- 6 tape recorder units on wheels
- 12 Sony video recorders: 6 new, 6 old
- 2 photocopy machines
- 10 televisions
- 3 film projector

ADDITIONAL INFORMATION

Clients

UNHAS has served both government and non-government agencies. To date, clients have included personnel from the Departments of Agriculture, Health and Information, Pertamina Oil Company, BPK (National Auditing Office), Overseas Training Office, and CIDA Eastern Indonesia University Development Project.

Other Information

A 1985 cooperative scheme between UNHAS and the University of Manchester and funded by the Overseas Development Administration (ODA) through the British Council, is now in its second phase. Emphasis for 1990 is on teacher exchanges between the two universities with a view to review, revise and up-date the UNHAS English Language syllabi.

**ENGLISH LANGUAGE TRAINING CENTER
(PUSAT PENGELOLAAN BAHASA INGGRIS)
SAM RATULANGI UNIVERSITY**

**Kampus UNSRAT
Kleak, Bahu
Manado 95115
Sulawesi Utara**

**Tel: (0431) 64386 EIUDP Office
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**Contact Person :
Dr. Geraldine Y. J. Manoppo W.
Head of English Department, Faculty of Letters
and Coordinator, ELTC**

GENERAL INFORMATION

Brief Description

The English Language Training Center (ELTC) at Sam Ratulangi University (UNSRAT) provides English language courses for university teaching and administrative staff as well as external clients. The center was established in 1988 with support from the Eastern Indonesia University Development Project (EIUDP), a project funded by the Canadian International Development Agency and executed by Simon Fraser University of British Columbia, Canada. Prior to 1988, all English language training had been offered under the Faculty of Letters.

The ELTC began by offering basic English language training (BELT) to university staff working in the basic sciences who were going to Canada for post-graduate work. In July 1990, English courses for other university staff, graduates and external clients were shifted to the center from the Faculty of Letters, which had been operating these courses since 1972. The Faculty of Letters continues to offer language training to undergraduates.

At present, teaching staff from the English Department under the coordination of ELTC Head, who is also the Head of the English Department, run the center. The ELTC Head reports directly to the Rector of UNSRAT and to the ELT Coordinator, EIUDP in Jakarta.

Site and Building

UNSRAT is located on a rolling hill, about 3 kilometres from the center of Manado, and within easy access by minibus (mikrolet). The ELTC occupies a low-rise 1960's building that has been renovated. The building contains two classrooms, two resource rooms, one

office, a language laboratory and a kitchenette. Both the laboratory and office are air-conditioned.

Students

Since its opening two years ago, 426 students have taken language courses at the ELTC. Currently, 76 full-time and part-time students are enrolled. These students are mostly university faculty and staff, EIUDP candidates preparing for studies abroad, and government employees from local institutions or departments.

Reporting Systems

ELTC reports consist of attendance records, mid-term and final student progress reports, as well as course evaluations which are sent to respective organizations, e.g., EIUDP, the Dean of the Faculty, or external clients. All of these reports are computerized.

Future Plans

The ELTC plans to build two more classrooms, purchase more pre-BELT materials, and continue the upgrading and recruitment of the teaching staff. With EIUDP support, seminars and workshops on syllabus design, center management, materials and resource center development, teaching training and research projects are planned for 1991. Plans also include the formation of a core team of instructors to develop ELT materials.

PROGRAM INFORMATION

Part-time (PT) and full-time (FT) courses concentrate mainly on basic language training skills and include:

- | | |
|------------------------|---|
| Pre-BELT | : level: basic ; PT classes 3 hrs/day for 5 days a week; FT classes 6 hrs/day for 5 days/week, total 210 hours over 9 or 18 weeks; four skills covered. |
| BELT | : level: TOEFL 350+; 6hrs/day over 11 weeks, total 330 hours; integration of four skills, some TOEFL preparation. |
| SPECIAL BELT | : level: intermediate; 7-wk course, 210 hours, for BELT students who did not qualify for EAP I. |
| EAP I Extension | : level: TOEFL 425 to 475; integration of the four skills, TOEFL preparation; 6hrs/day over 5 weeks, 150 hours for EAP I students who did not qualify for EAP II. |

English for Special Purposes : level: elementary; short intensive course of 20 hours over 2 weeks; focus on communication skills (e.g., for television announcers).

Class Size and Schedule

The average class size for all courses is 16. Full-time intensive courses are held from 07:30 to 13:45, Monday to Friday. Part-time courses are usually held from 14:30 to 17:30, three times a week. There are no fixed dates for courses to start. BELT courses usually start in April and October while the other courses start between those two months.

Curriculum and Materials Development

Materials are compiled or developed by a team of teachers under the direction of the syllabus and materials coordinators. Over the past year, the team, with the support of an ELT Advisor from EIUDP, has developed its own syllabi for Pre-BELT and BELT courses. The syllabi divide the course into four modules by skill area with lists of objectives and core and supplementary materials to use. At present, the team is adapting and developing a wide selection of resource materials to support the four skill areas.

Core Texts

All courses use the Cambridge English Course (CEC) as a core text for the integration of the four skills. Other texts used are: **A Progressive Reader**, **American Kernel Lessons** for reading skills; **Interaction 1** for writing; **Person to Person and Communication Games** for oral interaction; and **TOEFL and CEC (Cambridge English Certificate) Tapes** for listening.

Language Testing and Student Placement

For placement purposes, an in-house TOEFL test is used for Pre-BELT and BELT Courses. The **Nelson Quick Check Test** and the **Pergamon Oxford English Test** are used for diagnostic purposes. Advancement is primarily based on Institutional TOEFL with supporting documentation from class assignments, homework, and teacher assessments.

Both the Institutional and International TOEFL are administered at UNSRAT.

Tailor-made Programs

For special clients wanting a General English course, UNSRAT uses the BELT model with Cambridge English Course as the core text. Supplementary materials can be developed to meet specific client needs.

Country Specific Orientation

ELTC prepares students for studying in Canada but the resources used are not country specific.

Program Fees

Program fees depend on the type of program and/or length of the course.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

The ELTC has a core group of 20 teachers who teach four to six hours a week at the ELTC and the remaining time in the Department of English.

Nationalities : Indonesian : 20

Teacher Qualifications

Minimum qualifications are a Sarjana (S1) degree with a major in English and some teaching experience. At present, three staff hold doctorates in Linguistics; another three hold master's degrees in American Studies, TEFL, or other fields.

Teaching Experience

All teaching staff are from the Department of English, Faculty of Letters. They have had experience teaching both undergraduates as well as high school students in Indonesia. Several staff have had experience in Australia, Holland, New Zealand or the USA during their training period in these countries.

Contract and Length of Service

As all staff are permanent faculty members, they rotate through the ELTC, teaching three to six months at one time.

Head Teacher/Teacher Ratio : 1 : 5

ELT Consultant

From 1988 to 1990, a full-time Canadian ELT Advisor, funded by CIDA-EIUDP, was based at UNSRAT to help them set up and manage the center as well as carry out teaching training and materials development. At present, ELT Advisors from the EIUDP, Jakarta office are monitoring the project and continuing to provide support through teacher training workshops and seminars.

Administrative Positions

1 Head/Coordinator	: PT
1 Secretary/Assistant Coordinator	: PT
1 Course Coordinator	: PT
1 Administrative + Finance Coordinator	: PT
1 Syllabus Coordinator	: PT

1 Course Materials Coordinator	:	PT
1 Self-access Materials Coordinator	:	PT
1 Testing Coordinator	:	PT
1 Evaluation/Monitoring Coordinator	:	PT
1 Language Laboratory Coordinator	:	PT

- * Head of ELT is also Head of the English Department
- * All coordinators teach part-time at the ELTC.

Support Staff

4 clerks*	:	FT
2 janitors/security	:	FT

- * The four clerks are assigned to the resource center, language laboratory, teachers' room and office.

FACILITIES AND RESOURCES

Classrooms	:	2 with plans to add another two rooms.
Average Size	:	9m x 5m

Each classroom is spacious with windows on two sides and a ceiling fan. There are 18 student chairs, a teacher's desk and a white board in each one.

Other Facilities

Language Laboratory	Yes	
Library/Self-access Center	Yes	
Computer Laboratory	No	one for office use
Teachers' Resource Room	Yes	
Auditorium	No	
Cafeteria	Yes	access to campus one
Student Lounge	No	
Student Residence	No	
Office with A/C	Yes	

Library and Self-access Center

The combined library and self-access center is open Monday to Friday from 07:30 to 14:00 and 14:30 to 17:30, and on Saturdays from 07:30 to 14:00. The room seats 16 students. The resources include 203 ELT titles, 19 video tapes, 75+ cassette tapes, old magazines, newspapers and dictionaries. A teachers' resource cupboard is full of up-to-date EFL reference and methodology books. The small self-access area includes activities on reading, writing, listening and vocabulary development. Students may borrow books, dictionaries, magazines and newspapers.

Language Laboratory

The air-conditioned laboratory has 16 booths with Sanyo tape decks linked by an Elmorenik master console. There is also an overhead projector, two monitors and two video recorders. The laboratory is open from 07:30 to 16:00, Monday to Saturday. Students have access to the laboratory for independent study when classes are not scheduled.

Popular tapes include: *Speaking Canadian English*, *Cambridge English Course*, *Listening Contours*, *Count Me In*, *Active Listening* and TOEFL listening materials.

Teachers' Resource Room

This room contains a work area for the teachers with filing cabinets full of teaching materials organized by level and skill area. On the walls are huge master charts of the Pre-BELT and BELT syllabi which are grouped by skill area and to which teachers refer regularly.

Equipment

- 1 overhead projector
- 5 tape recorders
- 2 video recorders (Betamax)
- 2 televisions
- 1 photocopy machine
- 1 dubbing machine

ADDITIONAL INFORMATION

Clients

The following clients have used UNSRAT's services over the 18 years: BALITKA (Institute for Coconut Research), TVRI (Televisi Republik Indonesia) Manado, BAPPEDA (Regional Development Planning Agency).

Other Information

The ELTC has a **Reading Board** outside the resource room. The board contains quick quizzes, problems to solve, crosswords, cartoons, and points to ponder. Students enjoy reading these during their tea break.

**LEMBAGA BAHASA (LANGUAGE CENTER)
SYIAH KUALA UNIVERSITY**

**Darussalam
Banda Aceh**

Tel: (0651) 21977 Ext 125

Contact Persons:

**Drs. Idris Ibrahim, M.A., Director
Drs. Arifin Syamaun M.Ed., Secretary**

GENERAL INFORMATION

Brief Description

Lembaga Bahasa (Language Center) of Syiah Kuala University (UNSYIAH) was established in 1975 to provide English language training to faculty members who want to pursue post-graduate studies overseas. Since then, its clientele has increased to include government officials, private companies, and the general public. Currently, the center offers courses in General English (on and off campus), and TOEFL Preparation. It is managed by a director with the assistance of three coordinators. The director reports directly to the Rector of the university.

Site and Building

Syiah Kuala University is located approximately 7 kilometers from the center of Banda Aceh, close to the airport. Frequent buses run between the campus and the town center.

On campus, the language center occupies two buildings. The center's administration offices and language laboratory are located in a modern two-storey building, which is shared with the university's central administration. The five classrooms are located in a nearby building.

Students

Since its start-up, over 1000 students have enrolled in language courses at Lembaga Bahasa. Currently, 140 university lecturers are attending full-time English classes (20 hrs/wk) in order to prepare for overseas study. Another 90 students from government institutions, such as the Ministry of Home Affairs, private companies, and the public at large are studying part-time (6 hrs/wk).

Reporting Systems

Reports include attendance records, teacher log books, and student progress reports. Course reports are prepared every three months and submitted to the Rector. Certificates are given to part-

time and full-time students upon successful completion of studies. None of the reports are computerized.

Future Plans

Lembaga Bahasa plans to install a new Sony computerized language laboratory, increase its off-campus course offerings to meet the needs of government agencies and institutions, and hire additional teaching staff. In the long term, the language center plans to take over the entire building when the university administration moves elsewhere.

PROGRAM INFORMATION

General English : levels: beginners to advanced; four macro-skills covered; PT 6 hrs/wk with each session being 2 hours in length.

TOEFL Preparation : levels: beginners to advanced; focus on test preparation, FT 20 hrs/wk for faculty members.

Class Size and Schedule

All classes have an average size of 20 and a maximum of 25 students. General English is offered three times a weekly from 15:30 to 17:30. TOEFL Preparation is offered in the mornings from 08:30 to 13:00, Monday to Friday. Off-campus course times vary.

TOEFL Preparatory classes run twice a year, January to April or August to November. Other courses start upon demand.

Curriculum and Materials Development

Lembaga Bahasa has developed its own syllabus guides and some lesson materials, but most materials have been compiled from a wide variety of sources.

Core Texts

For the General English course, some of the tests used are: **Reading and Thinking, Streamline and Pairwork 1**. The TOEFL Preparation course uses: **Building Skills for TOEFL, Advanced Writing Skill and Penguin Listening Skills**.

Language Testing and Student Placement

ALIGU is usually used for placement purposes. Advancement from one level to the next is determined by a combination of tests, classwork, and teacher assessment. Course tests use either TOEFL, or Cambridge English level tests. Sometimes ALIGU is used as a post-measure.

Both the Institutional and International TOEFL are offered at Syiah Kuala University with the International version being held only

in May and November. The Institutional version is available on a request basis.

Tailor-made Programs

Most of the center's experience has been in developing general English programs for private local firms in the fields of electricity and fertilizers. Normal lead-in time is two months.

Country Specific Orientation

Lembaga Bahasa has no country specific orientation program. Most information comes from anecdotal reports given by staff who have been overseas.

Program Fees

TOEFL Preparatory courses for university faculty are free. Fees for other courses are determined in accordance with honorariums paid to the teaching staff.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

Nine full-time teaching staff from the Faculty of Teacher Training and Education work in the center along with four part-time staff and one British teacher from VSO (Voluntary Service Overseas).

Nationalities :	Indonesians	: 13
	British	: 1

Teacher Qualifications

All teaching staff must have a Sarjana (S1) or bachelor's degree with some experience teaching English literature or TESL. Currently, eight teaching staff hold master's degrees in TESL or Applied Linguistics from overseas; two hold doctorate's, one in Linguistics and the other in Applied Linguistics.

Teaching Experience

Most of the teaching staff have experience teaching undergraduates or students in private schools.

Contract and Length of Service

All Indonesian staff are permanent staff members of the university. Their length of service is between 10 and 20 years.

ELT Consultant

From 1981 to 1985, Lembaga Bahasa had the support of two American consultants through the Kentucky Support Project. Currently, the British organization Voluntary Service Overseas (VSO) is providing such support.

Head Teacher/Teacher Ratio : 2 : 15

Administrative Positions

1 Director	:	PT	
1 Secretary	:	FT	
1 Academic Coordinator	:	PT	
1 Materials Coordinator	:	PT	
1 Registrar	:	PT	teaches part time

Support Staff

1 technician	:	PT	
1 secretary	:	FT	
2 office clerks	:	FT	
2 security guards	:	FT	

FACILITIES AND RESOURCES

Classrooms : 5 classrooms, 3 of which are air-conditioned

Average Size : 5m x 7m

The classrooms are bright modern rooms with a whiteboard, 30 student desk chairs, and teacher's desk.

Other Facilities

Library	Yes	more of a reading room
Self-access	Yes	some in the reading room
Computer Laboratory	No	
Auditorium	Yes	access to campus
Teachers' Area	Yes	shared with reading room
Student Lounge	No	
Technician Office	Yes	
Cafeteria	Yes	access to campus
Student Residence	No	

Library/Reading/Self-access Area

The library cum reading area is located in the administrative block on the first floor. It is in the same area as the staff common room. Cabinets serve as dividers between the two areas. The reading room contains approximately 3,000 ELT textbooks and methodology books that have been donated by the British Council and the Kentucky Project. In addition, there are 50 videos and over 200 audio cassettes. Students can borrow books but not tapes. Hours of operation are 08:00 to 17:00 Monday to Friday, and 08:00 to 14:00 on Saturdays.

Lembaga Bahasa has some self-access material (audio cassettes and tapes) in the reading area that the students can use for

independent study purposes. There are no self-access materials for writing available. Hours of operation are the same as those of the reading room.

Language Laboratory

The five-year old language laboratory is located in the administrative block on the first floor. It contains 32 carrels with a Sony computerized master console. Hours of operation are from 08:00 to 17:00 Monday to Saturday. At present, there is no independent study time.

Equipment

- 1 overhead projector
- 6 tape recorders
- 6 video recorders
- 5 televisions
- 2 film projectors

* access to a video camera and slide projector is available through the university.

ADDITIONAL INFORMATION

Clients

Lembaga Bahasa's clients have included: PLN (electricity), P.T. PIM (fertilizer company), a local hospital, transportation department, and the governor's office.

**LANGUAGE CENTER
INSTITUTE OF TEACHER EDUCATION
BALAI BAHASA,
INSTITUT KEGURUAN ILMU PENDIDIKAN (IKIP)
PADANG**

**Jalan Belibis, Air Tawar
Padang, Sumatera Barat**

Tel: (0751) 21838, 25689 Ext. 219

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Telex: 55141

**Contact Persons:
Dra. Joesnidar Anwar, Director
Drs. Zulnasri, Executive Secretary**

GENERAL INFORMATION

Brief Description

Balai Bahasa (Language Center) was established at IKIP, Padang in 1973 with the objective of providing language services, including research of local languages for the West Sumatra region and, in particular, the Padang community. The research objective did not materialize, however, and therefore the function of the center was narrowed to one of catering to the English language needs of IKIP, Padang staff and to employees of government and non-government organizations in Padang and its vicinity.

In the organization structure of IKIP, Padang, the Language Center has the status of a technical implementation unit or Unit Pelaksana Teknis (UPT), headed by a director who reports to Vice Rector I. This unit offers courses in General English, TOEFL Preparation and English for Academic Purposes. It does not accept individual private students other than employees of agencies who take courses at their own premises.

Site and Building

The language center is located on the spacious IKIP campus about seven kilometers to the north of Padang and is easily accessible by public transportation. The center occupies the first floor of a one-storey building in the Faculty of Language and Arts Education compound, built in the late 1970's.

Students

Since its opening over seventeen years ago, approximately 2,000 students have enrolled at the language center. The majority of them have been full-time students taking an intensive English language course. Presently, 56 members of IKIP, Padang staff are enrolled.

Reporting Systems

Reports include program evaluation, attendance records, and student progress reports and test results. For IKIP staff classes, reports are submitted to the Vice Rector of Academic Affairs and to the deans of the faculties whose staff members are enrolled at the center. For in-company classes, reports are sent to the management of the company and sponsoring agency. None of the reporting systems are computerized.

Future Plans

Short-term plans include the addition of one classroom and the construction of a teachers' common room and a reading room. Also in the plan is the acquisition of more ELT books, and audio and video cassettes.

PROGRAM INFORMATION

Part-time (PT) and full-time (FT) courses offered by Balai Bahasa IKIP, Padang are as follows:

- General English** : levels: pre-intermediate and intermediate; four macroskills; PT up to 15 hrs/wk for in-company classes, and FT 30 hrs/wk for IKIP Padang staff.
- TOEFL Preparation** : level: advanced; listening, reading, grammar, and test-taking skills; FT 30 hrs/wk for 1 month.
- EAP** : level: intermediate; academic skills, including speaking and writing skills; FT, 30 hrs/wk for 3 months; for IKIP staff, available on demand.

Class Size and Schedule

The average class size for all courses is 15 with a maximum of 20 students. IKIP, Padang staff classes are held from 07:15 to 13:00 Monday to Thursday, and until 11:00 on Fridays. In-company class schedules are negotiable.

General English and TOEFL Preparation courses are offered three times each semester, beginning the first week of each of the

following months: February, March, April and again in September, October and November.

Curriculum and Materials

Balai Bahasa does not develop its own materials. Most of its materials were received from the Western University Agricultural Education Project.

Core Text

Some course books used in the General English courses are: **What's the Story, Side by Side, Passport to English, Fundamentals of English Grammar, Close Encounters, and Interaction I and II.**

For TOEFL Preparation courses, the language center uses **The Best TOEFL Test Book and Barron's TOEFL.**

Language Testing and Student Placement

Student placement is determined by means of internal tests or an ALIGU test score. Promotion and/or course completion is determined on the basis of the student's ability to reach set objectives as measured by his or her performance in the ALIGU test or TOEFL, whichever is appropriate. Teachers' assessment is taken into account on borderline cases.

Institutional TOEFL can be taken at University of Bung Hatta, Padang; the International TOEFL can be taken in Pekanbaru or Medan.

Tailor-made Programs

At least two weeks' notice is needed to design a tailor-made program. The Balai Bahasa has had wide experience in designing programs in General English and English for Academic Purposes.

Country Specific Orientation

The language center does not offer country specific orientation. Most of the materials obtained to date, have a great deal of American content.

Program Fees

For IKIP, Padang staff, courses are free of charge. For "off-campus" courses, course fees are determined through negotiation with the company or agency.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

There are thirty-one teachers of whom two are assigned full-time to the language center. One is the director and the other is the

executive secretary. The other twenty-nine are permanent members of the English Department who teach part-time in the center.

Nationalities : Indonesian : 30
American : 1

Teacher Qualifications

The minimum requirement of Indonesian staff is a Sarjana (S1) degree with an English major. For expatriate teachers, a bachelor's degree in English or TEFL/TESL is the minimum requirement.

All 31 staff members have TEFL or TESL qualifications; 6 of them have master's degrees (1 in Education Administration, 1 in Curriculum Development, and 4 in Linguistics); 5 of them have Ph.D. degrees (1 in Curriculum Development, 2 in Language Education and 2 in Education Administration).

Teaching Experience

All staff have had considerable experience in teaching English at the university level.

Contract and Length of Service

There is no contract between the language center and the staff of the English Department. The average length of service of the Indonesia staff is 12.5 years. Volunteers work for one year, after which they are replaced. Currently, an American language teacher is with the center.

ELT Consultant : None

Head Teacher/Teacher Ratio

1 coordinator : 5 teachers

Administrative Positions

1 Director : FT
1 Executive Secretary : FT doubles as Program Coordinator
1 Program Manager : PT
6 Materials Coordinators* : PT
1 Office Manager : FT

* One for each skill area: speaking, structure, reading, listening, writing and vocabulary.

Support Staff

1 academic counselor : PT
1 library clerk : PT doubles as a technician
1 technician : PT
2 secretaries : FT double as bookkeepers and cashiers

FACILITIES AND RESOURCES

Classroom : 3 (2 air-conditioned rooms which double as language laboratories; 1 non air-conditioned)

Average Size : 8m x 7m

In addition to the 3 classrooms, Balai Bahasa can use classrooms in the Faculty of Language, Education, and Arts when necessary. Each classroom has a teacher's desk, a whiteboard, 3 cupboards, and 40 lecture chairs.

Other Facilities

Language Laboratory	Yes	
Library	No	
Self-access Center	No	
Computer Laboratory	No	
Student Lounge	No	
Auditorium	No	access to the faculty
Teachers' Room	No	
Cafeteria	No	
Student Residence	No	

Language Laboratories

Balai Bahasa has two well-maintained language laboratories, consisting of 30 carrels and 40 carrels respectively. One is a Sony model, the other a National. Both are open during working hours. No time is available for independent study. Materials used include: **Person to Person**, **Progressive Listening Series**, **Experiencing English**, **Day by Day**, **Active Listening**, **Line by Line**, **Listening Contours** and **English 900**.

Library

Balai Bahasa has no library of its own. However, it has a collection of approximately 200 books, of which 100 titles are ELT or ELT-related topics. The rest are novels (both unbridged and simplified editions), course books and teachers' manuals. In addition, it has 50 audio-cassettes for listening and pronunciation practice. Students can borrow books, but not tapes. This 'lending library' is located in the administrative office and is served by the library clerks. It is open six days a week, from 08:00 to 13:00 except on Fridays when it closes at 11:00.

Equipment

- 1 overhead projector
- 1 tape recorder
- 1 television monitor
- 1 slide projector

ADDITIONAL INFORMATION

Clients

Balai Bahasa, IKIP, Padang has served various government and non-government agencies and offices. These include: the Regional Development Planning Agency, the regional office of the Department of Trade, PT Ombilin, PT Semen Indarung, and the Governor's office. It has also served lecturers from other universities.

In 1987 and 1988, for example, it provided pre-departure ELT for a number of lecturers going to the United States under the Educational Institution Staff Development scheme and the Western University Agricultural Education Project. In 1986, it conducted a work-related English course for international telephone operators of TELKOM (State Telecommunications Company).

**LEMBAGA BAHASA
(LANGUAGE CENTER)
ANDALAS UNIVERSITY**

**P.O. Box 235
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Universitas Andalas (UNAND)
Padang 25001**

Tel.: (0751) 28981

Contact Persons:

**Prof. Dr. Abdul Azis Saleh, Dean
Drs. Samuel Gunawan, M.A., Executive Coordinator**

GENERAL INFORMATION

Brief Description

Lembaga Bahasa Universitas Andalas (UNAND) was set up in 1975 to provide English language services for the university's personnel. It is older than the Faculty of Letters and Social Sciences, to which it is now attached. Administratively, this language center is a technical implementation unit (Unit Pelaksana Teknis or UPT), whose head, currently Dr. Khaidir Anwar, Professor of Sociolinguistics, reports to UNAND Vice Rector I (Academic Affairs). In this regard, the Faculty of Letters and Social Sciences plays a coordinating role; a function which is, in turn, delegated to an Executive Coordinator who oversees the day-to-day activities of the language center.

Lembaga Bahasa offers courses in General English, English for Academic Purposes, Business English and English for Specific and Occupational Purposes. In collaboration with the University of Leiden in the Netherlands, University of London in the United Kingdom, and Frankfurt University in Germany, it provides "Bahasa Indonesia" language training and homestays for expatriate students sent by these universities to UNAND.

Site and Building

Lembaga Bahasa is located on the new campus of the Andalas University in a recently built, hill-side complex, near the Bukit Barisan mountain range. The campus is approximately thirteen kilometers to the east of Padang, the capital of West Sumatra Province. Its location is accessible by regular public transportation. Special city buses are organized for UNAND students and personnel who commute between the campus and the city.

In the complex, Lembaga Bahasa occupies two buildings, each

two storeys, which it shares with the English Department. It has permanent use of four classrooms, and when necessary, other classrooms within the Faculty of Letters and Social Sciences. It also has access to the Faculty's language laboratory, located in a separate building.

Students

Since its opening in 1975, Lembaga Bahasa has trained over 900 full-time students, mostly junior faculty members who take the 300-hour General English and TOEFL Preparation courses. Currently, there are 60 UNAND junior faculty members for whom passing each of two levels of the General English course is a requisite for promotion.

Lembaga Bahasa also accepts private, fee-paying students. The center's private students include employees of government and non-government companies who may arrange to take English courses at the Lembaga Bahasa premises or at their work places.

Other students of the Lembaga Bahasa are UNAND faculty members, junior or otherwise, who want to improve their TOEFL standing, usually as part of their pre-departure preparation. Upon request, TOEFL preparation classes may be arranged for private students. From time to time Lembaga Bahasa provides training for expatriate students who come to UNAND to further their studies of the Indonesian language and culture.

Reporting Systems

Upon completion of a course, an evaluation is done and a report prepared for the Vice Rector I of UNAND. Other reports include coordinator reports, attendance records, and student progress reports. Except for attendance records, all reports are computerized, a practice which has been carried out since the establishment of the Faculty of Letters and Social Sciences in 1982.

Future Plans

Future plans include the installation of an additional language laboratory and the improvement of the existing laboratory. The Lembaga Bahasa also plans to recruit an ELT consultant under the Fulbright-Hays program. Also in the master plan is the building of a student residence compound for expatriate students.

PROGRAM INFORMATION

General English : level: pre-intermediate and intermediate;
four macroskills; 16 hrs/wk for
approximately 3 months for UNAND staff.

EAP (Pre-departure) : level: intermediate; academic skills, especially reading and writing; available on demand for UNAND staff; course length varies.

Business English : levels: pre-intermediate and intermediate; note-taking, minute writing, letter writing skills including vocabulary skills; available on request.

ESP/EOP : levels: pre-intermediate and intermediate; speaking, and reading skills, vocabulary for different registers related to field of work; available on request.

TOEFL Preparation : levels: pre-intermediate and intermediate; listening, reading skills and grammar mastery; available on request.

Class Size and Schedule

The average class size is 20 with a maximum of 30 students. General English classes are held three times a week from 08:00 to 13:30. TOEFL classes, when offered, are also held from 08:00 to 13:30 Monday to Thursday, and to 11:00 on Fridays. They can be semi-intensive (three times per week) or intensive (six times per week). Off-campus classes can be non-intensive, semi-intensive or intensive. They can start at any time during the year depending on clients' needs and requests. The TOEFL Preparation course usually starts about ten weeks prior to a TOEFL administration. The regular UNAND General English classes start in June and in December.

Curriculum and Materials Development

All course syllabi are prepared by the Lembaga Bahasa staff, but the center does not develop its own instructional materials. For these, it relies on the materials prepared by the English Teaching Division of the United States Information Agency (USIA), and on the materials obtained through the Kentucky Project; i.e. a university staff development project whose members were all state universities in the western part of Indonesia, including West Kalimantan. For other courses, instructors, in groups or on an individual basis, have compiled relevant materials drawn from various sources.

Core Texts

No special course book is used. Instructional materials are drawn from a wide variety of sources, as stated above.

Language Testing and Student Placement

Up to now student placement has been determined by means of an ALIGU test, but beginning in 1991, TOEFL will be used instead. Course completion is determined on the basis of the student's class

performance and final test result. To be eligible for the final test, which is developed by the teachers, 80% attendance is required.

For Institutional and International TOEFL, Lembaga Bahasa students can take them at the University of Bung Hatta, Padang.

Tailor-made Programs

Lembaga Bahasa has experience in developing English programs for bank staff and the regional office staff of the Department of Finance and Department of Commerce. Lead-in time is normally two months.

Country Specific Orientation

The only country specific orientation available is the cultural orientation given to UNAND staff leaving for study abroad, mostly USA. Orientation materials include those prepared by the ELT Division of USIA and the audio-visual materials obtained through the service of the American Studies Resource Center, UNAND.

Orientation to Indonesian culture is provided for expatriate students at the beginning of their programs at UNAND.

Program Fees

Courses for UNAND faculty members are free-of-charge. Program fees for off-campus courses are negotiated between the Lembaga and the company concerned.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

There are 12 full-time teaching staff members who teach part-time in the Lembaga Bahasa and part-time in the UNAND English Department. In addition, there are 2 part-time staff.

Nationalities :	Indonesian	: 13
	American	: 1

Teacher Qualifications

A Sarjana (S1) degree is the minimum requirement for the Lembaga Bahasa Indonesian teaching staff. Junior lecturers can only be teaching assistants at the center with full teaching responsibility being assumed by senior staff of the English Department. The Lembaga's policy in assigning teachers is to give preference to senior staff with overseas degree in TEFL, TESL or Applied Linguistics.

For expatriate teachers, the minimum degree is a B.A. in English or other related field. All in all, 8 of the staff have qualifications in TESL or TEFL; 5 have master's in Linguistics, Library Science, or American Studies; 1 has a Ph.D. degree in Sociolinguistics.

Teaching Experience

Most of the teachers have over ten years experience in teaching English.

Contract and Length of Service

There is no contract between the Lembaga Bahasa and its teaching staff. Non-UNAND teachers are hired on a course-by-course basis. The average length of service of the teaching staff is ten years.

ELT Consultant: none

Head Teacher/Teacher Ratio

1 senior lecturer : 2 junior lecturers

Administrative Staff

1 Director : FT concurrently Head of UPT
1 Assistant Director* : FT doubles as teacher
1 Executive Coordinator* : FT
1 Office Manager : FT

* These two staff members are also materials coordinators.

Support Staff

1 librarian* : FT
2 library clerks : FT
1 lab technician : FT
1 cashier/bookkeeper : FT

All of the positions above are designated as full-time (FT) in the sense that they are permanent staff of the UNAND English Department. They are assigned to help out in the language center on a part-time basis.

FACILITIES AND RESOURCES

Classrooms : 4 (non air-conditioned)
Average Size : 6m x 8m

There is blackboard, a teacher's table, and a number of lecture chairs in each classroom. All classrooms are well-lit.

Other Facilities

Language Laboratory	Yes
Library	No in faculty and department
Self-access Center	No
Computer Laboratory	No access to faculty one
Auditorium	Yes two on campus

Teachers' Room	Yes
Cafeteria	Yes campus one
Student Common Room	Yes 10m x 13m
Student Residence	No

Language Laboratory

The Lembaga Bahasa language laboratory, which it shares with the English Department, is located in the Faculty of Letters and Social Sciences. The room is air-conditioned and bright. The SONY laboratory, installed in 1975, has a master console and 30 carrels. When not used, the equipment is covered with plastic to protect it from the fine dust of cement from the Indarung Cement Factory, approximately five kilometers away. The laboratory is also equipped with a cassette duplicator with a capacity of dubbing 4 (both sides) per minute. Hours of operation are Monday to Friday during class hours.

Popular tape materials include Alfa English, New English Course and Progressive Listening. Limited access is available for independent study.

Library

Lembaga Bahasa does not have a library of its own. However, it has access to the Faculty of Letters and Social Sciences library and also to the English Department library. The former has about 3,000 titles; the latter has about 500 titles, mostly consisting of language proficiency textbooks. The English Department library has 20 video cassettes and 300 audio-cassettes. It subscribes to Newsweek. Book only can be checked out.

Computer Laboratory

Lembaga Bahasa has access to the Faculty of Letters and Social Sciences computer laboratory. It has 10 IBM compatible computer, 4 dot matrix printers and 1 Laser printer. Lotus, Microsoft, Word Star and Statistics software is available. The laboratory is open on week days during office hours. No time is available for self-access purposes.

Teachers' Offices

Each of the Lembaga Bahasa senior teachers has a separate office. For the junior staff, two junior teachers share one office. The average size of the teacher's office is 3m x 4m.

Equipment

- 2 overhead projectors
- 2 tape recorders (portable)
- 2 video recorders
- 1 photocopy machines
- 2 televisions
- 1 slide projector
- 1 film projector
- 1 audio cassette duplicator

ADDITIONAL INFORMATION

Clients

Lembaga Bahasa's clients have included the Regional Office of the Department of Finance, the Regional Office of the Department of Commerce, Bank Indonesia and Bank Niaga.

Linkages

UNAND's linkage with Volunteers in Asia (VIA) has resulted in the assignment of one native English-speaking teacher (on a voluntary basis) to the English Department/Lembaga Bahasa. As a rule, an assignment is for one year.

Of the four overseas universities that UNAND has linkage with, the University of Leiden is the most active in sending students to Lembaga Bahasa. In each of the last three years a number of Dutch students have enrolled at this language center under the collaboration scheme.

**LEMBAGA BAHASA
(LANGUAGE CENTER)
SRIWIJAYA UNIVERSITY**

**Jalan Sri Jaya Negara
Bukit Besar, Palembang**

Tel: (0711) 26388 Ext. Lembaga Bahasa

Contact Persons:

**Dr. Nangsari Ahmad, Director
Dra. Sutari Harifin, M.A., Assistant Director**

GENERAL INFORMATION

Brief Description

The Language Center or Lembaga Bahasa of Sriwijaya University (UNSRI) was set up in 1970 to provide English training for the UNSRI community. Courses offered include: General English, English for Special Purposes, English for Academic Purposes, TOEFL Preparation, French and Japanese courses for the public, and Indonesian language courses for foreigners.

Formerly it was an autonomous center under the direction of the Rector. In the new organization structure of the university, it is on a level with other programs such as the Legal Aid Program and the Management Program and comes under the Center for Community Service (Pusat Pengabdian Masyarakat). The language center is managed by a director who reports to the Rector.

The official name of the language center is now Program Pengembangan Bahasa Universitas Sriwijaya, but use of the old name Lembaga Bahasa is more common.

Site and Building

Lembaga Bahasa is located on the UNSRI campus about five kilometers to the west of Palembang. It occupies a two-storey 1950's building which houses 10 classrooms, 2 office rooms, and a language laboratory. The campus is within easy access of public transportation, but in order to get to the Lembaga Bahasa building, one has to walk about 300 meters from the main road.

Students

Since its opening in 1970, Lembaga Bahasa has provided English training for over 2,000 part-time students and over 6,000 full-time students. The Lembaga Bahasa's record shows that 1320 people have enrolled for pre-departure overseas degree programs, 22 people for pre-departure overseas non-degree programs, and 442 people for in-

service training programs. In addition to the UNSRI faculty members, its students include Overseas Training Office (OTO) participants, employees of government and private agencies, and other members of the general public. At the time of the survey, there were 97 students, of whom 25 were OTO program students and 72 UNSRI faculty members.

Until 1989, when the Kentucky Project ended, Lembaga Bahasa UNSRI had been the key center for providing pre-departure English training for faculty members from state universities in the western part of Indonesia including West Kalimantan.

Reporting Systems

Reports include attendance records, mid-term and final student progress reports as well as course evaluations which are sent to the respective agencies or organizations. None of the reporting systems have been computerized.

Class Size and Schedule

The average OTO class size, whether BELT or EAP I, is 15 with a maximum of 18 students. For other classes, the average size is 18 with a maximum of 25 students.

Full-time and part-time classes are held between 07:30 and 13:00 Monday to Thursday, and from 07:30 to 11:15 on Fridays and Saturdays. The schedule of off-campus or in-company classes is negotiable, although as a rule they are held in the mornings.

The OTO BELT course starts in October, while the OTO EAP I course starts in January each year. A TOEFL Preparation course usually starts 12 weeks prior to a TOEFL administration. Regular General English courses start in January, April, July and October. The starting dates of other courses (e.g. Business English) depend on the clients' needs.

Future Plans

In 1992, Sriwijaya University will move to a new location, about 35 kilometers to the south of Palembang. In the master plan of the new campus, the language center will have 30 classrooms and 3 language laboratories with 30 booths each. Modern teaching equipment will be installed. The Lembaga Bahasa's function will be augmented to include the offering of English courses to non-English Department students.

PROGRAM INFORMATION

The following 3-month part-time (9 hours per week) and full-time (32 hours per week) are offered by Lembaga Bahasa, UNSRI.

General English : level: basic to advanced; four macroskills;
PT/FT.

- ESP** : levels: pre-intermediate and intermediate; listening, reading and speaking skills; PT (available on request).
- EAP I** : level: pre-intermediate; four macroskills; FT for OTO participants.
- Business English** : levels: pre-intermediate and intermediate; listening, speaking and reading skills; PT (available on request).
- TOEFL Preparation** : levels: pre-intermediate and intermediate; listening, reading skills and grammar-using skills; PT (available on request).

Curriculum and Materials Development

Lembaga Bahasa UNSRI has developed its own syllabi. However, it does not develop its own materials although some teachers compile materials on their own initiative or upon the request of the director.

Core Texts

Course materials are drawn from various sources. Depending on the level, core texts include: *Side by Side*, *American Streamlines*, *English Alfa*, *New Practice Readers*, *Fundamentals of English Grammar*, *Person to Person*, *Reading for Meaning*, *Academic English*, *Discovering Discourse*, *Developing Reading Skills*, *Expanding Reading Skills*, and *Writing Academic English*.

Language Testing and Student Placement

OTO students are placed by means of an Institutional TOEFL. Other students are placed by means of an ALIGU test or the language center's own internal test and, if necessary, an interview. Promotion to the next level is based on the student's ability to reach a set of objectives as measured by TOEFL (for OTO-funded and TOEFL Preparation students), in-house tests, class performance, attendance, as well as teacher's assessment, which takes into account the student's attitude and motivation in learning.

Since 1975, Lembaga Bahasa, UNSRI has been the venue of Institutional and International TOEFL administrations.

Tailor-made Programs

Lembaga Bahasa, UNSRI has had experience in designing tailor-made programs. Clients have included oil companies, banks, and various government and non-government offices. Its areas of expertise are ESP, EAP and Business English. Lead-in time is usually four weeks.

Country Specific Orientation

Level 8 of the language center's regular English language course has a cultural orientation component with the USA as a target

country. The materials for this orientation were donated by USAID and, understandably, have American cultural content.

Program Fees

Program fees vary according to the kind of program and the type of student (private or staff). Basically, program fees are determined on the basis of overhead costs plus a profit margin. For in-company programs, fees are negotiable; for OTO and Directorate General of Higher Learning programs, the fees are determined by the respective government agency.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

The language center has 5 full-time staff. They are assigned to the center by the Rector through a letter of appointment. The other 16 staff members, most of whom are lecturers of the English Education Department, teach at the center on a part-time basis.

Nationalities :	Indonesian	: 20
	New Zealand	: 1

Teacher Qualifications

A Sarjana (S1) degree with an English or English teaching major plus a high grade point average (GPA) is the minimum requirement for an Indonesian teacher. For a native English-speaking teacher, the minimum requirement is a B.A. degree in TESL or TEFL.

Of the 21 members of the teaching staff, 19 have TESL or TEFL qualifications; 5 hold master's degrees in TEFL, Literature, or Education; and 3 hold Ph.D. degrees in General Linguistics or Applied Linguistics.

Teaching Experience

All of the Indonesian staff members have had a great deal of experience in teaching English in Indonesia. The native English speaker staff member has experience in teaching English to immigrants in New Zealand.

Contract and Length of Service

There is no contract between the language center and the teaching staff. The length of service of the teaching staff ranges from 2 years to 15 years.

Head Teacher/Teacher Ratio :

2 coordinators : 19 teachers

ELT Consultant : None

Administrative Positions

1 Director	:	FT
1 Assistant Director/Program Manager	:	FT
1 Program Coordinator	:	FT
1 Materials Coordinator	:	FT
1 Registrar/Office Manager	:	FT

Support Staff

1 laboratory technician/clerk	:	FT
1 office clerk	:	FT
2 office helpers	:	FT

FACILITIES AND RESOURCES

Classrooms : 10 (all air-conditioned)

Average Size : 6 m x 8 m

Six classrooms are located on the first floor and four on the second floor. They are well-lit and air-conditioned. Each contains a whiteboard, 20 lecture chairs, and 1 teacher's table and chair.

Other Facilities

Language Laboratory	Yes
Library	No
Self-access Center	No
Auditorium	No
Computer Laboratory	No
Teachers' Room	Yes
Student Common Room	No
Cafeteria	No

Language Laboratory

The language laboratory has a seating capacity of 30. It is a Sony (1974 Model) Audio-Active-Comparative (AAC) type, installed in 1975. It is open from 07:30 to 15:00 on week-days. Students have access to it for independent study. Listening materials include: *Side by Side*, *English Alfa*, *Advanced Anecdotes*, *Listening Dictation*, *Listening Focus*, *Skill in Listening Interview*, *Better Listening Skills*, and *Listening In and Speaking Out* (Intermediate and Advanced).

Library

The language center has no library of its own. However, there is a small collection of books comprising English novels (simplified and unabridged editions), American university catalogs, linguistics books, ELT books and old magazines. They are all stacked in one office.

Teachers' Room

There is one room which the director, the assistant director and all teachers share. It also functions as an office.

Equipment

- 2 overhead projectors
- 5 tape recorders
- 1 tape deck
- 2 video recorders (Sony Betamax)
- 2 televisions

ADDITIONAL INFORMATION

Clients

Lembaga Bahasa, UNSRI has served the following agencies: WUAE (Western University Agricultural Education) Project, OTO BAPPENAS, Directorate General of Higher Learning, Sriwijaya Fertilizer Plant, ASEAN Fertilizer Plant, Iskandar Muda Fertilizer Plant, PERTAMINA, Stanvac Indonesia, Provincial Government Office, Department of Public Works, Department of Tourism, Post and Telecommunications.

**PERHIMPUNAN PERSAHABATAN
INDONESIA - AMERIKA (PPIA)
(INDONESIAN - AMERICAN FRIENDSHIP
ASSOCIATION), MEDAN**

**Jalan Diponegoro 23, Medan
Tel : (061) 27140, 27150**

**Contact Persons :
Dr. Polin L.R. Pospos, Executive Director
Mr. Said Rachman, Director of Courses**

GENERAL INFORMATION

Brief Description

PPIA, Medan is an autonomous binational friendship association. It is managed by a Board of Directors consisting of four Americans and five Indonesians. The Board appoints the Executive Director who is in charge of day-to-day affairs.

PPIA, Medan was established in February 1972 with the objective of strengthening the understanding and friendship between Indonesian and Americans through cultural activities and an English teaching program. As a non-formal education institution, it accepts students from the public at large. It offers General English, English for Academic Purposes (EAP), Business English, English for Special Purposes, TOEFL Preparation, Specific Work-related English courses, and English for Children. A new addition is pre-service English teacher training.

Site and Building

PPIA, Medan has two rented locations, one at Jalan Diponegoro 23 (the main office), and the other at Jalan Cut Mutiah 8, about 30 meters around the corner from the former. The main location occupies a two-storey, pre-war building built in the 1930's, and the other location occupies a one-storey building built in the 1950's. Both locations are in the center of Medan city and easily accessible by public transportation.

Students

Since its opening in 1972, about 30,000 students have enrolled at PPIA, Medan. At the time of the survey, there were 3,363 students. All of them were part-time students who attended classes twice a week. The types of students served include: junior/ senior high school students (50%), university/college students (15%), professionals, such

PPIA, Medan

as businessmen, doctors, members of Armed Forces (5%), and others for example, housewives, children, school leavers waiting for job opportunities, (30%).

Reporting Systems

Reports consist of program or course evaluations, attendance records, and student progress reports (by class instead of on an individual basis). All reports are computerized.

Future Plans

PPIA, Medan plans to have its own building before the year 2000. Also in its plan is the expansion of ESP program provision and the opening of new branches in the other parts of the city.

PROGRAM INFORMATION

Most PPIA, Medan classes are part-time (PT), with class meetings being held twice a week (100 minutes each). Some classes are intensive or full-time (FT), meeting 4 hours per day, 5 days per week. Course offerings include:

- | | |
|-------------------------------------|---|
| General English | : levels: basic to advanced levels; four macro skills; mostly PT, 3 months per level. |
| EAP | : levels: intermediate and advanced; listening and reading skills, grammar and vocabulary building; FT on request. |
| Business English | : levels: intermediate and advanced; communicative skills with emphasis on correspondence; PT, on request. |
| ESP | : levels: intermediate and advanced; emphasis on oral communication skills; FT, off-campus on request. |
| TOEFL Preparation | : levels: intermediate and advanced; listening and reading skill, grammar and vocabulary building, test strategies; FT, on request. |
| Specific Work-related Course | : levels: pre-intermediate to advanced; emphasis on oral communication skills; FT, on request. |
| English for Children | : levels: pre-school(4-5 years old) and junior (7-12 years old) classes; emphasis on speaking skills; PT, 3 months. |

Bahasa Indonesia for : levels: basic to advanced; four macro
Expatriates skills, PT/FT.

Class Size and Schedule

The average class size for the General English course is 25 with a maximum of 30. For other courses, the average class size is 10 with the maximum 15. Regular classes meet twice a week: Mondays/Thursdays, Tuesdays/Fridays, or Wednesdays/Saturdays. Except for Wednesday/Saturday classes, which run in four shifts from 08:00 to 18:00, classes are held in five shifts: 08:00-10:00, 10:00-12:00, 14:00-16:00, 16:00-18:00, and 18:00-20:00. Class hours for special classes (i.e. those held off-campus) are negotiable.

New regular classes open every two months, from January to December. The opening of other classes is on a request basis.

Curriculum and Materials Development

PPIA, Medan does not develop its own materials. However, it has done some compilation of reading passages which are drawn from a wide variety of sources. The staff in charge of this are academic assistants and teacher supervisors, who revise and improve the compiled works from time to time.

Core Text

For the General English classes, the New English Course series is used. The course books for other courses include: **Special English for Hotel Personnel**, **Great Ideas**, and **Day by Day**.

Language Testing and Student Placement

Placement is determined on the basis of New English Course Placement Tests and ALIGU test batteries. Advancement from one level to the next is determined through internal tests, teacher assessment and student class performance. A minimum class attendance of 75 % is required for each student to take the advancement test.

PPIA, Medan is the TOEFL center for North Sumatera province.

Tailor-made Programs

A two-week lead-in time is required. Tailor-made programs which have been developed by PPIA, Medan include: those run for PERTAMINA (State Oil company), Indonesia Satellite Enterprise (Indosat), Bank Niaga, University of North Sumatera, Tiara Hotel, London Sumatera Plantations and Airport Enterprises I (Perum Angkasa Pura I) Medan. PPIA's areas of expertise are General English and ESP (English for Tourism and English for Nurses) courses.

Country Specific Orientation

PPIA, Medan offers orientation for members of the general public who want to study in United States. This service is free-of-charge.

PPIA, Medan

Resources include American university catalogs and some American cultural orientation materials.

Program Fees

Program fees vary according to the level: the higher the level, the higher the fee. They also vary according to whether the class is a regular one or a "special" (off-campus) one, and whether it is part-time or intensive. PPIA, Medan, like other PPIA centers, is basically a non-profit institution and therefore program fees are kept to a minimum. They are determined on the basis of overhead cost plus a small profit margin.

TEACHING AND ADMINISTRATIVE STAFF

Teaching Staff

PPIA, Medan has no full-time teaching staff. All of the current teaching staff members are part-time.

Nationalities :	Indonesian	: 42
	American	: 1
	British	: 1

Teacher Qualifications

A Sarjana (S1) degree is the minimum requirement for an Indonesian teaching staff member. For expatriate teachers, the minimum requirement is a bachelor's degree with some experience in teaching English. At present, 20 of the teaching staff hold B.A.'s, 23 hold Sarjana (S1) degrees and 1 holds a M.A. in TESL from an American University. The Executive Director holds a Ph.D. in Economics, also from an American university.

Teaching Experience

Most Indonesian staff members have had experience in teaching English at the senior high school or at university level. The two expatriate teachers have had experience teaching English in Saudi Arabia and in Britain respectively.

Contract and Length of Service.

There is no written contract. All teachers continue working with PPIA, Medan as long as their performance is satisfactory. Length of service ranges from 1 to 15 years.

ELT Consultant

PPIA, Medan has no ELT consultant at present, the last one finished his service in October 1990. However, the Regional English Teaching Officer of the American Cultural Center in Jakarta goes to PPIA, Medan from time to time to provide consultancy.

Head Teacher/Teacher Ratio

1 supervisor : 15 teachers

Administrative Staff

1 Executive Director	: FT	
1 Director of Courses	: FT	
1 Materials Coordinator	: PT	doubles as teacher
1 Registrar	: FT	doubles as accountant
1 Office Manager	: FT	
1 Head, Finance Dept.	: FT	
11 Supervisors*	: PT	
1 Cultural Program Staff	: FT	
1 English Teaching Staff	: FT	

* 2 supervisors per class session; they double as teachers.

Support Staff

2 academic counselors	: PT
1 librarian	: FT
4 library clerks	: FT
2 technicians	: FT
2 secretaries	: FT
2 bookkeepers	: FT
1 cashier	: FT

FACILITIES AND RESOURCES

Classrooms : 22 (including Jalan Cut Mutia location)

Average Size : 5m x 6m

Each classrooms has a teacher's table, lecture chairs, and a white or blackboard. Ten of them are air-conditioned.

Other Facilities

Language Laboratory	Yes
Library	Yes
Student Resource Center	No
Self-access Center	No
Computer Laboratory	No
Teachers' Office	No
Student Lounge	No
Student Residence	No
Auditorium	Yes
Cafeteria	Yes
Conference Room	No
Staff Common Room	Yes

Counseling Room

PPIA, Medan has a counseling room (seat capacity for 6), located on the first floor of the main building near the library. A counselor offers assistance to PPIA students and members of the general public who need information on where and how to study in the United States. As such, it has a wide collection of American university catalogs.

Language Laboratory

PPIA, Medan has a language laboratory consisting of 30 Audio-Active Wollensack tape recorders. It is open Monday to Friday from 08:00 to 20:00 and from 08:00 to 18:00 on Saturdays. Most of its tapes come from USIS; other materials include recordings of Voice of America (VOA) news in Special English. The laboratory is not available for independent study.

Library

PPIA, Medan has a fairly large library located on the first floor of the main building. It has a total holdings of 6464 titles, of which approximately 200 are ELT. Reference books include one set of *Encyclopedia Britannica*, 35 videos in English and 50 titles of ELT audio cassettes. The library has subscription to journals such as *English Journal*, *TESOL Quarterly*, *Literary Cavalcade*, and *English Teaching Forum*, and three dailies: *The Straits Times*, *The Jakarta Post*, and *Asian Wallstreet Journal*. Students are automatically library members and may check out books but not tapes. Members of the general public must become library members before they can borrow books. Library hours are from 08:00 to 19:30 Monday to Friday, and 08:00 to 17:30 on Saturdays.

A children's library located at Jalan Cut Mutiah was opened in 1987; it has 1669 volumes of books and 5 periodicals.

Common Room

There are two common rooms which the teachers share, one in the main building and the other in the Jalan Cut Mutiah building.

Equipment

- 1 overhead projector
- 12 tape recorders (JVC)
- 2 video recorders (Panasonic and Mitsubishi)
- 1 photocopy machine
- 2 televisions
- 1 slide projector
- 1 film projector

ADDITIONAL INFORMATION

Clients

PPIA has served both government and private organization. In addition to clients mentioned under tailor-made programs, PPIA Medan has served the following: Bank Central Asia, PT Kimia Farma (Pharmaceutical Company), PT Perkebunan III (Plantation Enterprise III), PLN (State Electric Company), Medan Area University, PT Kimsari Paper and PT Goodyear.

In-service and Pre-service Workshops

PPIA runs twice-a-year workshops for PPIA teachers. As a rule, the workshops are given by the USIS Regional English Teaching Officer from Jakarta. In addition, PPIA, Medan teachers also attend monthly workshops led by PPIA, Medan staff.

PPIA, Medan also offers fee-paying, pre-service training for those who want to become English teachers. This 60-hour training course is open for individuals with S1, D3, or B.A. qualifications and a TOEFL score of at least 500. Course content includes teaching methodology and practice teaching.

**PUSAT BAHASA
UNIVERSITAS SUMATERA UTARA
(UNIVERSITY OF NORTH SUMATERA
LANGUAGE CENTER)**

**Jalan Abdul Hakim
Kampus USU
Medan**

Tel : (061) 23210 Ext. 260

**Contact Persons :
Drs. Chairuddin Rahman, Director
Drs. Syahri Saja, M.A., Secretary**

GENERAL INFORMATION

Brief Description

The Pusat Bahasa or Language Center of the University of North Sumatera (USU) was set up as an English Language Service Department (ELSD) in 1974 in collaboration with the British Council. The objective was, and remains, to cater to the English language needs of the USU community in particular, and to the general public. In 1986, the ELSD was renamed **Pusat Bahasa** and a linkage was established with the University of Kentucky in the USA.

Pursuant to the USU Rector's directive of March 3, 1990, a new management was appointed, headed by a director who reports directly to the Rector. One of the directives under this new structure is to widen the Pusat Bahasa's services to include the teaching of five other foreign languages: namely, Dutch, German, French, Japanese and Arabic), each under a program coordinator's direction. These coordinators report to the Language Center Director.

Pusat Bahasa USU offers General English and TOEFL and ALIGU test preparation. It accepts private students but for the time being they are limited to company employees who take language training at their place of work.

Site and Building

The language center is located on the large USU campus in Medan. It is easily accessible by public transport although bemos and becaks are not allowed to operate within the campus. The center has its own premises, a 1986 two-storey building, housing one office, a prayer room and 8 classrooms (one of which is reserved as a language laboratory). All of the classrooms are large; three of them are so spacious that a plan is under way to partition them to accommodate

the foreign languages classes mentioned above. In addition to the 8 above, there is a seminar room with a seating capacity for 100.

Students

Over 1,000 students have enrolled at the Pusat Bahasa since its opening in 1974. Most of them are part-time students, comprising faculty members, mainly from USU and some from other universities or colleges in Medan.

Reporting Systems

Reports comprise course evaluation, coordinator reports and attendance records. The center submits financial reports and student progress reports on USU faculty members to the Rector. On request, student progress reports are also submitted to the management of companies whose employees take courses at the center. None of the reporting systems are computerized.

Future Plans

Pusat Bahasa USU plans to install its own language laboratory in 1991 in the Faculty of Letters, within a short walking distance from the Pusat Bahasa premises. This location seems to be the result of a compromise struck between the Faculty of Letters and the Pusat Bahasa, both of whom need access to the laboratory.

There is a plan to set up an ELT library and a self-access center equipped with video facilities. Also, General English language courses, including English for Children classes, will be offered to the general public.

PROGRAM INFORMATION

The following courses are offered by the language center. Courses can be non-intensive (part-time), semi-intensive, or intensive (full-time).

General English : levels: elementary, pre-intermediate, intermediate and advanced levels; 3 x 1.5 hours per week for 3 months per level; non-intensive for USU students; four macroskills.

ALIGU Test Preparation : available on request

TOEFL Preparation : levels: pre-intermediate or intermediate; 10 hrs/wk for 4 months; semi-intensive for USU staff and others; listening, reading and grammar skills.

USU, Medan

TOEFL Preparation (Morning) : level: intermediate; 21 hrs/wk for 3 months; intensive for USU staff only; listening, reading, and grammar skills.

ESP : available on request

Class Size and Schedule

The average General English class size is 20 and the TOEFL Preparation class is 15. Both have a maximum of 20 students per class.

Morning TOEFL classes (for USU-funded faculty members) are held from 08:00 to 11:30, Monday to Saturday. Afternoon TOEFL classes (for fee-paying university faculty members) are held from 15:00 to 17:00, Monday to Friday. General English classes (for USU students) are held three times a week in five shifts, i.e., 08:00 to 09:30, 10:30 to 12:00, 12:30 to 14:00, 14:30 to 16:00 and 19:00 to 20:30. Saturday classes finish earlier.

TOEFL classes start in February and November. For the General English course, the starting dates are flexible.

Curriculum and Materials Development

Pusat Bahasa USU does not develop its own instructional materials. Some teachers compile materials on an individual basis, however, most of them rely on commercial or published materials.

Core Texts

The materials used by Pusat Bahasa USU include **American Kernel Lessons** (Longman) for the General English course, and for the TOEFL Preparation course, **Building Skills for the TOEFL** and **Newbury House TOEFL Preparation Kit**.

Language Testing and Student Placement

Student placement is determined by an internal test. Promotion or course completion is done on the basis of the student's performance on in-house internal tests, classwork and teacher assessment. General English students who fail in one level are allowed to repeat the level in a class taught by a different teacher.

Pusat Bahasa USU students can take Institutional and International TOEFL at PPIA, Medan.

Tailor-made Programs

Pusat Bahasa USU has had experience in designing tailor-made General English and TOEFL courses. One month's lead-in time is needed.

Country Specific Orientation

There is none. However, the center has experience in preparing students for study in Australia and the United States, with some cultural orientation built into the pre-departure program.

Program Fees

USU faculty members attending the morning TOEFL course have their fees waived. Afternoon courses, whether they are General English or TOEFL Preparation courses, are not free of charge. For these, program fees are determined on the basis of the overhead costs plus a profit margin. For in-company courses, fees are negotiated between the Pusat Bahasa and the company concerned, taking into account the transportation expenses incurred by the teachers.

TEACHING STAFF AND ADMINISTRATIVE STAFF

Teaching Staff

All Pusat Bahasa USU teachers are permanent staff members of the English Department in the Faculty of Letters. There are now 16 of them who teach on a part-time basis in the language center.

Nationalities:	Indonesian	: 15
	American	: 1

Teacher Qualifications

The minimum qualification for Indonesian teachers is a Sarjana (S1) degree. The minimum qualification for English native speaker teachers is a master's degree. Currently, 10 of the Indonesian teachers have certificates or diplomas in TESL or TEFL; 8 of them hold master's degrees in TEFL/TESL or in Literature from overseas universities.

Teaching Experience

All of the Pusat Bahasa USU teachers have experience in teaching undergraduate students (English and non-English majors) and university staff in Indonesia. One teacher has had experience in teaching English abroad.

Contract and Length of Service

There are no work contracts between the center and its teaching staff. The average length of service is eight years.

ELT Consultant : None

Head Teacher/Teacher Ratio : 2:15

Administrative Staff

1	Director/Office Manager	: PT
8	Program Coordinators*	: PT
1	Language Laboratory Coordinator	: PT
1	Research and Development Coordinator	: PT
2	Materials Coordinators	: PT

USU, Medan

* Six of these Coordinators are still inactive at present because the language programs for Arabic, French, Indonesian, etc. have not begun.

Support Staff

1 executive secretary : PT
1 technician : PT
1 registrar/secretary : FT

FACILITIES AND RESOURCES

Classrooms : 8 plus 1 seminar room (100-seat capacity)
Average Size : 8m x 8m (5 classrooms), 15m x 8m (3 classrooms)

All classrooms are spacious although not air-conditioned. Each contains a teacher's table and chair, student lecture chairs, and a blackboard. One classroom doubles as a language laboratory.

Other Facilities

Language Laboratory	No	access to faculty
Library	No	access to faculty library
Self-access Center	No	
Computer Laboratory	No	
Teachers' Room	No	
Student Lounge	No	
Prayer Room	Yes	
Student Residence	No	

Other information

Pusat Bahasa USU has a collection of ELT books consisting of 200 titles. It subscribes to the **ELT Journal**, the subscription fee being paid by the British Council.

The center's large office also functions as a staff common room.

Equipment

Pusat Bahasa USU has 4 portable tape recorders.

ADDITIONAL INFORMATION

Clients

Pusat Bahasa USU has served a variety of clients including Badan Pemeriksa Keuangan (Comptroller Office), PERTAMINA (State Oil Company), Bank Rakyat and PT Perumpul (Harbour Enterprise Ltd).

TESTING:

- **ENGLISH LANGUAGE TESTS**
- **ACADEMIC APTITUDE AND
ADMISSION TESTS**

ALIGU ENGLISH PROFICIENCY TEST

The American Language Institute/Georgetown University English Proficiency Test (ALI/GU EPT) is an English proficiency test developed under contract with Georgetown University for the exclusive use of the United States Agency for International Development (USAID). It is used solely for testing the level of English proficiency of prospective USAID participants going to the United States for training and/or study.

The ALI/GU is normally given to a participant at the time of nomination for training. If a retest is required, a period of four weeks between administrations is advised. There is more than one form of the test and these are rotated between administrations to ensure test security.

FORMAT

The ALI/GU EPT is comprised of three multiple choice sections :

- Section 1 : Listening Comprehension 50 items 25 minutes
The candidate hears short pre-recorded questions and then selects the most appropriate answer to the utterance heard.
- Section 2 : Grammar and Usage 50 items 25 minutes
This section is designed to measure the candidate's control of English structure and covers such problems as word order, verb tenses and forms, idiomatic usage, nouns, adjectives, and pronoun forms.
- Section 3 : Reading and Vocabulary 60 items 60 minutes
This section contains five standard reading passages. After reading each passage the participant responds to questions relating to content and vocabulary.

RESULTS

Each section score is reported separately (an average or total score is used only in correlation with the TOEFL). The highest score attainable for each section is 100. The following are minimum scores for each section of the test which USAID has accepted for academic technical training :

	<u>Listening</u>	<u>Grammar</u>	<u>Reading & Vocab</u>
Academic	85	75	80
Technical Training	75	60	65

ALIGU

These scores correlate to the minimum scores USAID has accepted on the TOEFL for the same programs :

Academic	500
Technical Training	450

ADDITIONAL INFORMATION

Contact : USAID Training Office
The United State Embassy
Jalan Medan Merdeka Selatan no. 5
Jakarta Pusat
Telephone : 360-360

THE CANADIAN TEST OF ENGLISH FOR SCHOLARS AND TRAINEES (CanTEST)

CanTEST assesses the English Language proficiency of scholars and trainees from developing countries coming to Canada for professional and/or academic training.

The CanTEST has been developed by specialists at the Second Language Institute, University of Ottawa under contract with St. Mary's University, Halifax, the executing agency for the Canada-China Language and Cultural Program at Beijing Normal University.

Parallel versions of the CanTEST have been used for over six years in CIDA-funded ESL programs in China. They have been used for four years in Indonesia.

CONTENT

The item bank from which the CanTEST is compiled contains authentic taped and printed source material with visible Canadian content. Test tasks are set to reflect the future language needs of candidates in Canada. The bank is continually updated and expanded and is presently capable of generating nine different versions of the listening and reading comprehension components.

FORMAT

The comprehension tests use a combination of multiple choice or short answer questions and labeling tasks. The full battery also includes a writing test and an oral interview.

Listening Comprehension	40 items	1 hour
Skimming and Scanning	18 items	15 minutes
Reading Comprehension (including Cloze)	56 items	1 hour
Writing Exam	one topic	50 minutes
Interview		15 minutes

RESULTS

A candidate's performance on the CanTEST is reported as a profile of four band scores (listening, reading, writing, and speaking) on a scale of 1 to 5+. The importance of a particular skill will vary depending on the Canadian assignment, but, in general, a band score of 4.5 indicates that a candidate's performance in that skill area is adequate for academic purposes while band 4 is recommended for professional exchanges. Institutions may want to adjust the recommended cut-off in light of other data available and/or admissions requirements.

CanTEST

ADMINISTRATION

Administrations of the CanTEST can be arranged to meet program needs. A program staff member (usually the ESL advisor) acts as official examiner at each test administration. Keys are provided, so that papers can be scored locally, but official results are only issued by the University of Ottawa after all papers have been received and analyzed at the Second Language Institute.

FEES

The usual fee for the comprehension test (reading and listening) is \$15.00 per candidate (for a minimum of 30 candidates or \$300.00).

If official writing scores are required, papers can be double scored at the University of Ottawa for \$10.00 per paper. Oral interview tapes will also be double-scored for \$15.00 an interview. Scores can be made available within ten working days of receipt of papers and/or tapes.

For programs wishing to administer the complete test battery, special arrangements can be made for the scoring of a writing test and an oral interview. For the complete test battery a minimum budget of \$50.00 per trainee should be allocated. (All \$ = Canadian dollars)

ADDITIONAL INFORMATION

Complete technical reports of statistical properties are available from the CanTEST Project Office, University of Ottawa. Reliability estimates for the comprehension components average .94 (based on a typical test population of 300 and a total of 104 items). The standard error of measurement for the 40-item listening test is 2.1 and for the combined reading test of 74 items, 3.4.

Canada Contact : CanTEST Project Office
Second Language Institute
University of Ottawa
600 King Edward Ave.
Ottawa, Ontario K1N 6N5
Canada

Telephone : (613) 564-2973
Fax : (613) 564-9969

Indonesia Contact : General Training Program
Jalan Borobudur 6
Menteng
Jakarta 10320

Telephone : 881-726, 310-7481, 334-722
Fax : (62-21) 310-7481

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THE INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS)

The International English Language Testing System (IELTS) has been developed by the British Council, the University of Cambridge Local Examinations Syndicate, and the International Development Program of Australian Universities and Colleges (IDP). It is based on an extensive revision of the British Council's existing English Language Testing Service (ELTS) test which has been in operation since 1980.

The IELTS test is one of the preferred ways for Australian and British universities to measure the language skills of students from overseas who need to provide evidence of their English language proficiency. Its purpose is to find out if a candidate's ability in English is of a high enough standard to meet the demands of study or training in Australia, Britain or elsewhere where instruction is given in English. The test is based on the direct assessment of language skills and produces a detailed and reliable profile of a candidate's skill in listening, speaking, reading and writing English.

FORMAT

The test is made up of four sub-tests. Each candidate takes two general sub-tests of listening and speaking and two specialized sub-tests (called modules) of reading and writing which test skills in particular areas suited to a candidate's chosen course of study. Four modules or specializations are available and at the time of registration candidates are advised as to which one they should take. The tests are taken in the following order with the associated time limits.

Reading	55 mins
Writing	45 mins
Listening	30 mins
Speaking	15 mins
Total	2 hrs 25 mins

RESULTS

Results are interpreted in terms of a nine point band scale where Band 1 indicates 'a non-user' and Band 9 'an expert-user.' A description of the candidate's language proficiency can be made in terms of the individual language skills tested or as a general comment on overall proficiency. There is no pass/fail score on IELTS; instead the institution applied to will decide what band score is acceptable for the type of course a candidate wishes to follow. Acceptable scores will usually fall between Bands 5 and 7. It is anticipated that results

of the test will be available to candidates within one week of taking the test.

ADMINISTRATION

a. Registering for the Test

There are three registration centers in Jakarta. They are:

1. Indonesian-Australian Language Foundation (IALF)
Wisma Budi, 5th and 6th floor
Jalan H.R. Rasuna Said, Kav. C-6
Kuningan,
Jakarta 12920
Telephone : 850-8350, 850-8351
2. The British Council (BC)
S. Widjojo Centre
Jalan Jendral Sudirman 71
Jakarta 12190
Telephone : 570-3490, 570-3491
3. International Development Program (IDP)
Setiabudi 2 Building
2nd floor, Suite 209
Jalan H.R. Rasuna Said
Kuningan
Jakarta 12920
Telephone : 515-943, 515-124

At the time of registration, candidates must complete an IELTS application form and a simple curriculum vitae form. They will need to produce a document showing proof of identity which contains a recent photograph and signature of the candidate. (e.g. KTP or passport). This identity document also needs to be presented before the written sub-test and before the speaking test interview.

b. Sitting the Test

The Indonesia-Australia Language Foundation (IALF) Jakarta has been appointed the sole testing center for the IELTS in Indonesia. The testing center is located within the IALF. All enquiries concerning actual administrations of IELTS should be directed to the Coordinator of Testing Services, at the address below. There is a three month minimum period that must lapse before a candidate can sit the IELTS test again.

FEES

As of January, 1991, the fee for IELTS is US\$90.00 payable in rupiah at current rates. This fee covers all professional and administrative costs including registration, examiner's fees, test information, report form, and user handbook.

Candidates of independent means should pay the fee at the time of registration. Separate arrangements will be made for candidates sponsored by an outside organization or institution.

ADDITIONAL INFORMATION

Contact : Richard Howells
Testing Coordinator
I.A.L.F.
Wisma Budi, 5th and 6th floor
Jalan H.R. Rasuna Said Kav. C-5
Kuningan
Jakarta 12920

Telephone : (021) 850-8350-54
Fax : (021) 850-8349

Test of English for International Communication (TOEIC)

TOEIC is designed to evaluate the English proficiency of adult non-native speakers of the language in daily working situations. Major corporations, language schools, government offices and private companies use TOEIC for purposes such as hiring, promotion, screening staff for overseas training or attending conferences and workshops, or evaluating the effectiveness of training programs. TOEIC has become very popular in Japan and Korea.

FORMAT

TOEIC is a 200-item, multiple choice test consisting of:

- 100 Listening items (50 minutes)
- 100 Reading items (75 minutes)

It requires approximately two and a half hours to administer.

RESULT

TOEIC is scored on a 10 to 990 scale, representing the sum of the Listening and Reading scores. The range for each subscore is 5 to 495. The score provided is a scaled score, determined by the number of correct responses on a test. The scaled score, arrived at by statistical analysis, ensures equivalency of scores across all forms of the test.

TOEIC scores are correlated to direct and indirect measures of reading, writing, and speaking. The correlation between the Listening part scores and direct Language Proficiency Interview and between Reading part scores and direct writing measures is 0.83. This high degree of correlation would seem to indicate that the TOEIC part scores are good predictors of the candidates active skills of the language.

ADMINISTRATION

In Indonesia, TOEIC is offered under the Institutional Program. Institutions can order the test through the Institute of International Education (IIE) office in Jakarta with one week's advance notice. IIE will send a supervisor to the testing location on the day of the test to administer the test at no extra cost. Scoring is done locally within 3 days after the test. Currently, there are 4 test forms available at IIE.

FEES

The cost of the test is US\$14.00 with a minimum order of 10. A discount is offered for orders over 200.

CERTIFICATE PROGRAM

TOEIC certificates are available to anyone who has taken the TOEIC. There are five different certificates corresponding to five score ranges on TOEIC. The certificates are professionally designed by the TOEIC Office in Princeton.

An institution may wish to order the certificates for their students/employees who have reached a certain score as a reward of excellence. They may also use it as an incentive to encourage their students or employees to study English harder so that they can obtain the certificates.

Contact : Dr. Norman Goodman
Institute of International Education
P.O. Box 18 KBYCO
Jakarta 12951
Indonesia
Telephone : 520-0364, 520-0365

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

The TOEFL is used to evaluate the English Language proficiency of people whose native language is not English. The majority of North American universities require a TOEFL score of 550 or above for unconditional admission to degree programs.

FORMAT

The TOEFL uses a multiple choice format and consists of three sections:

- Listening Comprehension
- Structure and Written expression
- Vocabulary and Reading Comprehension

Total time : three hours

RESULTS

Results are interpreted as numerical scores and consist of the results of each of the three section scores and a total score. The range of total scores is between 200 and 700. The Test of Written English (TWE) is administered in conjunction with TOEFL on certain TOEFL test dates and results are required by an increasing number of American colleges and universities. The Test of Spoken English (TSE) is also available on most TOEFL dates for a separate fee. The TSE is not commonly required for admission to universities but may be required for applications for assistantships.

The standard error of measurement of the total score on TOEFL is 14.1 points on either side of the reported score for two-thirds of the examinees and 28.2 points on either of the reported score for 95% of the examinees. In practice, if the observed score is 550, then the true score is virtually certain to be between 522 and 578. The Educational Testing Service (ETS) which produces the TOEFL advises that rigid cut-off scores should be avoided.

ADMINISTRATION

The official TOEFL test is administered according to a set schedule at designated centers throughout Indonesia. It is administered monthly in Jakarta but less frequently in other major centers. Registration is usually six weeks prior to the test and results are received approximately six weeks after the test. Up to four institutions can be designated at the time of the test to receive official scores reports directly from ETS. Only official results issued from ETS are accepted by university admission offices. Additional scores can be ordered at additional cost. A special "rush" service for the issuance of score reports (once the score results are available) can be requested at extra cost.

FEES

The test fees for the TOEFL during 1991-92 are :

TOEFL

US\$ 35.00 per person (Saturday Administrations)

US\$ 43.00 per person (Friday Administrations)

TOEFL CENTERS

TOEFL Testing Program Centers in Indonesia are in: Ambon, Banda Aceh, Bandung, Banjarmasin, Bengkulu, Bogor, Denpasar, Duri, Jakarta, Jayapura, Kendari, Malang, Manado, Padang, Palembang, Pekanbaru, Surabaya, Ujung Pandang and Yogyakarta.

ADDITIONAL INFORMATION

In addition to the official TOEFL, the Educational Testing Service also offers the Institutional TOEFL Program (ITP). The ITP provides an opportunity for language schools, scholarship programs, government institutions, and businesses to administer a TOEFL test to their students, candidates, or employees for purposes such as screening, pre and post testing, and practice for the official TOEFL. Unlike the official TOEFL, the ITP test materials may be ordered through the Institute of International Education (IIE) with just seven days advance notice. The institution ordering the materials is responsible for the administration and security of the test. After all materials are returned to IIE, answer sheets are mechanically scored and reports are usually ready within three working days. There are six forms of the test available in Indonesia at any one time and these are replaced with new versions periodically. All forms of the test are equivalent so scores from one test may be compared to scores on another form of the test. Institutional TOEFL results are the best predictor of TOEFL level because the ITP uses earlier versions of official TOEFLs. However, these results are not official and are not accepted by university admissions offices. It should be noted that TOEFL does not discriminate well below a score of 400. ETS also offers the Pre-TOEFL under the score range of 360-480. The Pre-TOEFL is particularly appropriate for beginner and intermediate English learners.

Institutional TOEFL

US\$ 12.00 per person for a minimum group of 10 persons.
available to recognized institutions only.

Contact : Dr. Norman Goodman

Institute of International Education (IIE)

P.O. Box 18 KBYCO

Jakarta 12951, Indonesia

Telephone : 520-0364, 520-0365

**UNIVERSITY OF CAMBRIDGE
LOCAL EXAMINATIONS SYNDICATE
INTERNATIONAL EXAMINATIONS
(UCLES)**

The University of Cambridge Local Examinations Syndicate (UCLES) is a department of this British university that conducts a range of examinations in the United Kingdom and overseas. Examinations and teacher's qualifications in English as a Foreign Language are administered by the Syndicate in collaboration with the British Council and are open only to candidates whose mother tongue is not English. The International English Language Testing System (IELTS) is managed jointly by UCLES, the British Council and the International Development Program (IDP), Australia.

Apart from the IELTS, the most well-known UCLES examinations in Indonesia are the Preliminary English Test (PET); the First Certificate in English (FCE) and the Certificate of Proficiency in English (CPE). These are described below. Other examinations, formerly administered by the Royal School of Arts (RSA) Examination Board, such as the Certificate and Diploma in the Teaching of English as a Foreign Language to Adults and the Certificate and Diploma for Overseas Teachers of English are now also the responsibility of UCLES.

A. PRELIMINARY ENGLISH TEST (PET)

The Preliminary English Test is designed to test written and spoken communicative competence in relation to listening and reading ability. It is a test of achievement in the early stages of learning, at a level lower than the First Certificate in English. It is available to teaching institutions under an arrangement with the Syndicate and is not normally open to private candidates. Testing centers are separately registered for four specified test periods in the year (March, May, July and November) and must offer a minimum of 10 candidates for any one session.

CONTENT (PET)

In line with the Council of Europe's Threshold level, the PET tests language abilities that would allow candidates to enjoy a normal social life in an English-speaking country. The language in the reading, writing, and listening parts of the test is controlled within a limited content of lexis and structure and is aimed at testing the candidate's proficiency at understanding public notices and factual information as well as appreciating and expressing emotions, needs and attitudes. Oral examiners in the U.K. are appointed and approved by UCLES.

FORMAT (PET)

The test comprises:

- A Reading and Writing Paper (1.5 hours)
- B Listening Paper (approx. 30 minutes)
- C Oral (8 minutes for individual candidates, 10 minutes for paired candidates). Consists of four sections, including a situational task, a picture stimulus and a general conversation.

RESULTS (PET)

Results are usually issued about four weeks after the end of each testing period in the form of a pass/fail list to the school or center and individual result slips to candidates stating a pass or fail result and the course attended. A certificate is awarded to successful candidates noting a brief statement of standard represented.

B. FIRST CERTIFICATE IN ENGLISH (FCE)

The First Certificate in English represents a general, intermediate level of language competence and an effective basis for further study. It has widespread recognition in industry (secretarial work, banking, airlines, catering etc.) and in academic institutions.

FORMAT (FCE)

Five compulsory papers are set with the optional background reading preparation of one or more of the following done for Paper 2 and/or Paper 5:

Maya Angelou, *I Know Why the Caged Bird Sings*

Laurie Lee, *Cider with Rosie*

H.G. Wells, *The Invisible Man*

Paper 1 Reading Comprehension 1 hour 40 marks
25 multiple choice in sentence contexts
15 multiple choice based on texts

Paper 2 Composition 1.5 hours 40 marks
Two compositions based on a choice of descriptive, narrative or discursive topics (including one on set books above)

Paper 3 Use of English 2 hours 40 marks
Active control of the language is tested by open completion or transformation items and a directed writing exercise.

Paper 4 Listening Comprehension 30 mins 20 marks
Recorded material used to test accurate understanding of spoken English by answering questions of varying type (selection, re-ordering, blank-filling etc.).

Paper 5 Interview **15 mins 40 marks**
Based on a picture stimulus and related theme-linked material or (optionally) on one of the three set books above.

RESULTS (FCE)

Certificates are awarded in the three grades A, B and C on the aggregate of marks gained in the five papers. Failing grades are D and E. Results and certificates are issued through the recognised centers. Enquiries about results can only be made within one month of the issue of results. Second copies of certificates are not issued. A candidate who has lost a certificate may apply to the Syndicate (Statement Section) for a certifying statement; a fee is payable. Full name, index number and date of examination is required for processing the statement.

C. CERTIFICATE OF PROFICIENCY IN ENGLISH (CPE)

The Certificate of Proficiency in English (CPE) indicates a level of competence which is recognised as fulfilling requirements for matriculation purposes by British universities and many other universities and professional bodies in various English-speaking countries. In some countries the CPE is recognised as a qualification for teaching English in junior or high school.

FORMAT (CPE)

The format and content of the test is similar to the FCE in that there are five compulsory papers assessing the same language skills; namely, reading comprehension, composition, use of English, listening comprehension and an interview. One or more of the following books may be read as background preparation for the composition and interview papers:

Ernest Hemingway, *A Farewell to Arms*
Oscar Wilde, *The Importance of Being Ernest*
Ruth Rendell, *A Judgement in Stone*.

Optional additional papers in translation and literature are available but graded separately from the main certificate examination. A successful result in an optional paper may be held over by the Syndicate until the candidate qualifies for the CPE.

The combination of a pass in the CPE with passes in the optional additional papers is equivalent to one subject in the General Certificate of Education at Advanced level (GCE A Level), the standard examination in Britain for entry to a university undergraduate course.

RESULTS (CPE)

As FCE above.

ADMINISTRATION**a. Preparation for the Tests**

Centers in Jakarta noted in this publication as providing UCLES test (particularly FCE) preparation are:

1. The British Council (BC)
S. Widjojo Center
Jalan Jendral Sudirman 71
Jakarta 12190
Telephone : 570-3490, 570-3491
2. The British Institute (TBI)
Setiabudi Building 2
Jalan H.R. Rasuna Said
Kuningan
Jakarta 12920
Telephone : 512-044, 516-750
3. International Language Programs (ILP)
Jalan Aipa K.S. Tubun No 19
Jakarta 10260
Telephone : 570-8218, 570-8220
4. Universitas Terbuka
Jalan Cilacap 6A
Jakarta 10310
Telephone : 370-513, 310-7823/24

b. Registering for the Tests

Information on currently recognised centers in Indonesia for registration for the tests can be received by contacting the British Council or by writing to the Syndicate. FCE and CPE examinations are usually held in June and December. Candidates must complete entry forms and pay fees to a recognised center. No entry forms or fees can be sent directly to UCLES. Closing dates for receipt of entry forms and fees by the Syndicate is usually March for June examination and October for December examinations, but dates should be checked with the recognised center. The British Council is the only open testing center in Indonesia (that is open to the public for individual test registration). All other centers are closed testing centers (that is register groups of test-takers).

FEES

The appropriate fee must be paid at the time of entry. The total fee comprises a university fee and a local fee to cover expenses at the center. The university fees are announced to centers in a separate notice. Fees are non-returnable. Vouchers of approximately half the university fee value are issued in the case of candidates withdrawing.

UCLES

These are valid as part payment towards a later entry at any center for two years from the date of issue.

ADDITIONAL INFORMATION

Initial information on the UCLES courses and examinations in Indonesia can be received by contacting The British Council, The British Institute, International Language Programs and/or Universitas Terbuka.

The information on UCLES in this publication is summarized from the **UCLES International Examinations in English as a Foreign Language Regulations**. More detailed information is available by referencing the complete regulations which are updated annually. Enquiries about the criteria and conditions for test center authorization should be addressed to:

The Director
English as a Foreign Language,
University of Cambridge Local Examinations Syndicate
1 Hills Road,
Cambridge CB1 2EU
Great Britain

Telephone : (44) 223 61111
Fax : (44) 233 460278

THE GRADUATE MANAGEMENT ADMISSION TEST (GMAT)

The Graduate Management Admission Test is designed to help graduate schools of business assess the qualifications of applicants for advanced study in business and management.

FORMAT

The GMAT consists of seven separately timed sections, each containing at least 20 multiple-choice questions. The total testing time is three and one-half hours.

The GMAT measures general verbal and mathematical skills that are developed over a long period of time and are associated with success in the first year of study at graduate schools of management. The quantitative sections of the test measure basic mathematical skills and understanding of elementary concepts, and the ability to reason quantitatively, solve quantitative problems, and interpret graphic data. The verbal sections of the test measure the ability to understand and evaluate what is read and to recognize basic conventions of standard written English.

RESULTS

GMAT score reports contain three scaled scores: verbal, quantitative, and total. Verbal and quantitative scores are reported on scales ranging from 0 to 60, although scores below 10 or above 46 are rare. The total score is reported on a scale ranging from 200 to 800, but extreme scores (below 250 or above 700) are uncommon. For each of the three GMAT scores a candidate receives, he will receive a percentile rank. Each rank indicates the percentage of examinees who scored below him. This provides the admissions officers at universities information about where the candidate's performance places him compared to applicants who have taken the GMAT within the last three years. Scores are usually sent five weeks after the test.

ADMINISTRATION

The GMAT is given four times during the year, usually October, January, March, and June. Registration deadlines are normally six weeks before the test. Candidates may register through the International Education (IIE) office in Jakarta or directly with the Educational Testing Service in Princeton, New Jersey. Standby Registration on the day of the test is allowed if there are sufficient testbooks and seats. An extra fee is charged for Standby Registration.

FEES

The current fee for the GMAT is \$45.00.

ADDITIONAL INFORMATION

Additional information, sample questions, test schedules, and GMAT application forms are found in the free GMAT Bulletin of Information. The Official Guide to the GMAT is available for an extra charge.

Contact : Dr. Norman Goodman
The Institute of International Education
Lippo Centre
Jalan Gatot Subroto 35-36
Jakarta 12950
Telephone : 520-0364, 520-0365

THE GRADUATE RECORD EXAMINATION (GRE)

Many graduate and professional schools and fellowship sponsors require or recommend that their applicants submit scores on either the GRE General Test, a Subject Test, or both, to be used by admissions or fellowship panels to supplement undergraduate records and other indicators of students' potential for graduate study. The scores provide a common measure for comparing the qualifications of applicants who come from a variety of colleges and universities with different standards.

FORMAT

The GRE General Test contains sections that measure verbal, quantitative, and analytical abilities. It consists of seven 30-minute sections and is given in the morning on each test date (total testing time three and one-half hours). Six sections of the General Test contribute to the test scores; one unidentified separately timed section has trial questions that are not included in the actual test scores.

The Subject Tests are designed to measure knowledge and understanding of subject matter related to graduate study in specific fields. Each Subject Test is intended for students who have majored in a specific subject as undergraduates. Subject Tests are available in 15 subject areas (see the GRE Information Bulletin).

Total testing time for each Subject Test is 2 hours and 50 minutes, and only one may be taken on any given test date.

RESULTS

GRE Report of Scores contain separate General Test scores for the verbal, quantitative, and analytical measures. For the Subject Tests, reports will contain one total score for each test and, in some cases, subscores.

The maximum obtainable score on the General Test is 800 for each measure in the test. A minimum score of 200 is reported if you do not answer any questions in the sections contributing to that score. The highest reported score on any Subject Test is 990.

Fine distinctions should not be made when comparing the scores of two or more examinees. Average reliabilities of the three scores on the General Test and of the total scores on the Subject Tests range from .88 to .96. Data regarding standard errors of measurement and reliability of individual GRE tests are sent to test candidates with their score reports.

Score reports generally are released six weeks following the test.

ADMINISTRATION

The GRE is offered five times a year, usually in October, December, February, April and June. Application deadlines are normally five weeks before the test. Standby Registration on the day of the test is permitted if there are sufficient testbooks and seats for an additional fee.

Candidates may register through the Institute of International Education (IIE) office in Jakarta or directly with the Educational Testing Service in Princeton, New Jersey.

FEES

The current GRE General Test Fee is \$50.00. The fee for a Subject Test is \$50.00. If both the General Test and a Subject Test are taken on the same day, the fee is \$85.00.

ADDITIONAL INFORMATION

Additional information, sample questions, test schedules, and GRE application forms are found in the free GRE Information Bulletin. General Test practice books and Subject Test practice books containing full length sample tests are available for an extra charge.

Contact : Dr. Norman Goodman
The Institute of International Education
Lippo Centre
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Jakarta 12950
Telephone : 520-0364, 520-0365

TES POTENSI AKADEMIK (TPA)

The Tes Potensi Akademik (TPA) or Academic Aptitude Test has been developed by the Overseas Training Office, BAPPENAS, as a device for selecting candidates to be trained for advanced overseas training or study under the management of the OTO. The test battery is in Indonesian and it presupposes that there is a general human potential, called academic aptitude, which underlies the degree of success when an individual studies at a graduate level.

The academic aptitude, which is a psychological construct, is seen as consisting of three abilities, namely verbal ability, quantitative ability, and reasoning ability.

FORMAT

In line with the assumption that academic aptitude is comprised of three abilities, TPA is made up of three sub-tests, each of which comprises four sections. The time allocation for completing one sub-test is one hour; therefore three hours is needed to complete the whole test, excluding the time needed to fill out the form on the answer sheet.

All in all there are 250 multiple choice items in the TPA, broken down as follows :

Subtest	Sections	No. of Items	Time Allocation
I. Verbal Ability	A. Vocabulary	25	60 minutes
	B. Synonym-Antonym	25	
	C. Verbal Analogies	25	
	D. Reading Comprehension	15	
		90	
II. Quantitative Ability	A. Computation	25	60 minutes
	B. Number Series	25	
	C. Quantitative Comparison	25	
	D. Word Problem	15	
		90	
III. Reasoning Ability	A. Formal Logical Reasoning	15	60 minutes
	B. Analytical Reasoning	15	
	C. Spatial Reasoning	15	
	D. Abstract Reasoning	25	
		70	
Total		250	180 minutes

RESULTS

Results of the TPA are interpreted as numerical scores. There are four scores altogether, namely the Verbal Ability score, Quantitative Ability score, Reasoning Ability score, and the Total score. The TPA scores constitute the first criterion for persons to be selected for the OTO pool of candidates, the second criterion being, at present, the TOEFL score.

Approximately 20% of the national pool of participants (those who take the test nationwide) have a TPA total score of 565, or higher; therefore, 565 is now used as the cut-off point. However, the OTO requires that participants to be selected for the pool be "well-rounded". The OTO requisite is not only a TPA total score of 565 but also a score in the top 50th percentile of each of the three subtests.

TPA results are out approximately six weeks after the test.

ADMINISTRATION

The TPA is administered according to a set schedule at designated places, usually local universities, throughout Indonesia. As a rule, the test is administered twice a year, once in April and the other in October. Additional test administrations are possible, usually at the request of a ministry or an institution. Candidates of the TPA register through or are nominated by their ministries or institutions. Registration is usually four weeks before the testing date.

ADDITIONAL INFORMATION

The results of an analysis the TPA and Graduate Record Examination (GRE) shows that the correlation is fairly high. In one study, for subjects who were in the OTO's pre-departure training program, the correlation coefficient was .58 and for subjects who were graduate students studying the United States the correlation coefficient was even higher, namely .72. The coefficient of determination for the latter group was found to be .52, which means that the proportion in common between the TPA and GRE for the group of graduate students was approximately 52%.

Contact : Overseas Training Office

BAPPENAS

Jalan Proklamasi 70

Jakarta 10320

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**GUIDELINES FOR SELECTING
ENGLISH LANGUAGE PROGRAMS**

GUIDELINES FOR SELECTING ENGLISH LANGUAGE TRAINING PROGRAMS

Prior to departure for study in an English speaking country, it is essential to offer Indonesian students a comprehensive program which integrates English language training (ELT) with cultural and academic orientation. Below are some guidelines to help administrators focus their questions when planning a language training program and selecting appropriate language training services. The assistance of an ELT specialist is advised in the planning, implementation, and evaluation stages of the program.

Program Planning

1. What are the formal language requirements for the training program abroad? Do the candidates have to attain a certain score on a language test such as the TOEFL, IELTS or CANtest? Do the candidates require a certain level of proficiency in spoken or written English?
2. What language skills will the candidates require for the planned program of studies? Will it be a situation in which only aural/oral skills are required? Or will the candidates be in an academic setting where writing, extensive reading, discussion and listening to lectures are required?

Selecting a Language Institute

Choosing a suitable language institute depends on many factors, such as: training objectives, candidates' language needs, program length and costs. For example, candidates planning to do post-graduate studies overseas will require language programs that teach academic study skills, provide language test preparation, cultural orientation as well as general language skills. Other candidates entering short-term work/study training programs may require more specific skills, such as report writing or aural/oral skills.

1. Needs Analysis

How does the institute carry out a needs analysis of a potential group of trainees? Is the needs analysis tailor-made to meet the sponsor's objectives? What needs analysis has the language institute done recently?

2. Program and Curriculum

Do any of the existing language courses offered at the institute meet the needs of the candidates? Is the institute able to offer tailor-made programs if required? If so, does the institute have samples of ESP programs and curricula that could be adapted to meet the candidates' needs? What core texts and materials, if any, does the institute recommend?

3. Monitoring and Program Standards

How does the institute evaluate its programs and teachers? Is there an external program evaluation? Are there sample reports and evaluations of previous programs available? Does the institute maintain students' attendance records? How often are students' progress reports prepared? How does the institute report formally to the sponsor? How often does this occur?

4. Class Size and Schedule

What is the average number of students per class? What is the maximum number of students per class (more than 18 students per class is not recommended; the optimum number is 12 to 15)? What is the course schedule? Is the course intensive (25 hrs/wk) or part-time (5 to 10 hrs)?

5. Testing

What placement test(s) does the institute use? What kind of testing will be done during the language training to assess the progress of the students? On what basis are students promoted from one level to the next? How will this information be relayed to the sponsor? If standardized tests such as TOEFL or IELTS are to be used, who will make the necessary arrangements? Where is the nearest official testing center?

6. Country Specific Orientation

Does the institute have country-specific curriculum and materials? Can cultural orientation be integrated into the language program? Does the institute employ or is it willing to hire teachers from the country in which the students will study?

7. Teaching and Administrative Staff

Are the teachers trained in ESL or EFL methodology or are they simply good speakers of English? How much experience do the teachers have in preparing Indonesian students for study abroad? Is there staff continuity at the institute? Will the institute provide an experienced program coordinator who will liaise with teachers and sponsor? Is the administrative and support staff adequate to handle the sponsor's program?

8. Physical Facilities and Resources

Are the classrooms comfortable? Are they air conditioned? Is there a language laboratory? Does it function? Is there an ELT library and do students have access to it? If so, when? Is there a self-access center for independent language study? Are there computer facilities available? If so, when can the students have access? Can the institute provide computer training for students? Are there sufficient up-to-date materials and resources to run the program? What audio-visual equipment is available (e.g., tape recorders, overhead projectors, video machines)? Are the facilities and equipment well-maintained?

9. Costs

How are the fees determined (e.g. by such factors as class size, intensity of instruction, use of native or non-native English-speaking teachers, materials used)? If special materials are required and need to be developed or if a special curriculum needs to be designed, how will this affect the program costs?

**OVERSEAS TRAINING OFFICE
BAPPENAS**

THE OVERSEAS TRAINING OFFICE

BACKGROUND

The Overseas Training Office (OTO) was established in 1984 by the Government of Indonesia. Its three main functions are to: a) carry out research needed to develop national policies on overseas training; b) develop systems for improving the efficiency and effectiveness of overseas training projects throughout the government; and c) administer those overseas training projects assigned to it.

These functions were assigned to the OTO in 1989 by the Minister of State for National Planning and Development who is also the Chairman of BAPPENAS.

OTO ORGANIZATION AND MANAGEMENT

In the organizational set-up, the OTO is a non-structural part of the National Development Planning Agency (BAPPENAS). The Director of the OTO is concurrently the Deputy Chairman of Administration, BAPPENAS and the Secretary to the National Steering Team for Overseas Training (NASTOT). NASTOT is the policy guidance body on overseas training and the OTO is the implementation unit.

To carry out the above functions, the OTO is divided into four bureaus. The bureau chiefs report to the OTO Director, who is currently Dr. Mustopadidjaja AR.

- Bureau I : Planning, Selection, and Pre-departure Language Preparation and Orientation
Chief: Drs. Affan Hasan
- Bureau II : Overseas Training Information, Placement, Support and Monitoring
Chief: Mr. Soepangkat
- Bureau III : Systems Development, Research and Evaluation
Chief: Dr. Benny Hoedoro Hoed
- Bureau IV : Administration and Finance
Chief: Drs. Syuaib Hasyim

OTO PROGRAM ACTIVITIES

The OTO provides services for both government and private institutes and for both graduate degree and non-degree training. The priority

areas for degree programs are: public policy, sustainable development of the environment, and management for selected public and private enterprises.

For short-term, non-degree training, the OTO has identified ten major areas of training: (1) development management, (2) regional planning techniques and management, (3) hospital administration, (4) university administration, (5) anti-pollution administration, (6) drug abuse, (7) tourism management, (8) small-scale business management, (9) business law, and (10) training of trainers in planning and management.

OTO SUPPORT

Foreign aid donors and support offices overseas assist the OTO in its development of human resources. This assistance is through the identification and/or implementation of appropriate training programs overseas, placement and monitoring services, follow-up support activities and the provision of funds.

Among the organizations that provide support to the OTO are: the CIDA General Training Program (GTP), the Midwest Universities Consortium for International Activities (MUCIA), the Institute of Public Administration (IPA), and the Japan-Indonesian Science and Technology Forum (JIF).

OTO ENGLISH LANGUAGE TRAINING MODEL

BACKGROUND

The OTO English Language Training Program has developed from an initial design in 1985 to a program which has been tested and modified in more than eight English language teaching institutions since 1986. What follows is a brief description of the ELT portion of the overall pre-departure preparation program of the OTO. It continues to undergo revision and evaluation in efforts to improve the English language preparation provided for participants.

One major premise of the ELT program is that English language preparation is not merely university entrance test preparation, (particularly TOEFL). The overall ELT program is intended to introduce participants to the language needed to pass entrance tests (TOEFL, IELTS, CANTest), to cultural differences in academic systems, to differences in conventions of academic writing, and to prepare them for the volume and variety of reading required at university. A review of mathematics and quantitative test-taking strategies is also provided to prepare candidates for the GRE and GMAT.

PROGRAM AIMS AND OBJECTIVES

The overall aims of the OTO ELT program are to prepare Indonesian candidates for graduate study overseas in the English language, quantitative and academic skills, and cross-cultural awareness. Academically qualified participants should be proficient enough in English to be able to follow graduate level courses in overseas universities after completing the OTO ELT course.

English language preparation for overseas study is done in two stages; firstly at an established Government of Indonesia regional centre or university, where 12-24 weeks of training are provided using both Indonesian and native speaker teachers. The second, 30-week stage is held at centres specializing in English for Academic Purposes, with native speaker teachers. This includes an academic subject module.

By the end of English language training participants should

- Be able to communicate with native English speakers in a variety of daily situations, to initiate interaction, ask questions and appropriately interpret responses.
- Be able to participate and communicate effectively in English during their academic programs overseas.

OTO Training Model

- Have begun to acquire classroom strategies and study skills needed for their academic programs. These include lecture comprehension and note-taking, using library resources, preparing research proposals, reading rapidly and selectively, writing academic papers and completing quantitative problems in English.
- Have obtained a score on a standardized recognized test of English which is required by the intended graduate programs. (Most U.S. and all Canadian universities require a 550 or above on the TOEFL.) These scores should be considered in conjunction with other evidence of participants' English proficiency, such as teachers' evaluations, other test scores, interviews, etc.
- Be familiar with the basic word processing and database packages available to enable them to carry out their graduate written assignments and research.
- Have become familiar with classroom styles and teacher expectations similar to those they will be encountering at their universities. This includes emphasis on self-directed learning, problem solving and a questioning approach to learning.
- Have begun to explore cross-cultural differences and to examine their own assumptions about both Indonesian and foreign cultures.

SPECIFICATIONS OF PROGRAMS

The English Language Program model is as follows:

BELT	12 weeks	360 hours
EAP I	12 weeks	360 hours
EAP IIa	11 weeks	310 hours
EAP IIb	11 weeks	305 hours
EAP IIc	8 weeks	250 hours

Courses meet for 30 hours per week (60-minute hours) at the BELT and EAP I levels and for 25 hours per week at the EAP II level.

Instruction may take place over 5 or 6 days per week.

Participants are also expected to do at least 4 hours' daily self-study work outside of class hours.

Responsibilities of ELT institutes providing OTO ELT are as follows:

1. Each centre enters into a contract with the OTO which gives details of the courses.
2. Maximum ELT class size is 18 students
3. A maximum of 5 teachers are to teach any one class.

4. Attendance reports are to be submitted regularly. Forms are provided by the OTO. Any participant absences must be approved by the OTO (not the language programs).
5. Student reports are to be submitted after each 3-month period of training. Sample forms are provided by the OTO.
6. A final course report is to be submitted on completion of the course. This includes a program evaluation and reports on individual participants. Forms are provided by the OTO.
7. The OTO program objectives and general syllabus guidelines are provided to centers in the Terms of Reference and are to be adhered to.
8. Self-study resources are to be provided for participants to do 4 hours of self-study daily and individual guidance given in the utilization of self-study time and resources.

SYLLABUS GUIDELINES

The institutions involved in the OTO ELT program have been working to develop guidelines for an integrated series of ELT levels. Suggested weighting of skills, textbooks appropriate for each level, and supplementary activities and resources are noted. The draft guidelines are available from the OTO, and revised versions will be drawn up as the initial guidelines are modified as a result of experience in the classroom.

METHODOLOGY

The methodology used in the program is aimed at moving the students as rapidly as possible into active use of English, both spoken and written. Activities are increasingly task-based, process-oriented and focused on communication. Students are trained and encouraged to take responsibility for their own learning, and by the end of EAP II they should have a good understanding of the approaches and activities demanded by academic programs.

STANDARDIZED ENGLISH TESTS

The ELT courses use Institutional TOEFL (or International TOEFL) for initial placement and for end-of-course assessment at each level. This is because experience has shown that if the TOEFL is required for university entrance (at least in the U.S. and Canada), then it is necessary to measure how far students are towards achieving the required score. Movement through the system requires that participants not only learn the academic skills required in graduate school, but also the skills required to achieve an acceptable score on the TOEFL. Participants targeted for Australia now are given IELTS preparation rather than TOEFL at the EAP II stage.

OTO Training Model

During EAP II, two International TOEFLs (or IELTS) are taken by each participant, one at mid-course and one at the end of the course. One of the two International TOEFLs will include a Test of Written English (TWE).

If participants are required to pass other tests of English, (for example, CANTest) the EAP II test preparation component can be adapted to fulfill those needs of students.

Preparation for other standardized tests, such as GRE and GMAT, are also given in EAP II.

OVERSEAS TRAINING OFFICE PRE-DEPARTURE PREPARATION PROGRAM

Participants fulfilling selection criteria for overseas training are placed into the appropriate stage of the following programs:

Course Name	Institutional TOEFL Range	Length of Course	Focus
Indonesia Program			
Basic ELT	375-425	12 weeks 360 hours	Basic language skills
EAP I	426-475	12 weeks 360 hours	Basic language skills, Introductory English for academic purposes
EAP II IIa	476-550 +	11 weeks 310 hours	TOEFL (or IELTS) test skills, Math Review
IIb		11 weeks 305 hours	EAP language and study skills, Computer skills, GRE / GMAT preparation, University placement workshops
IIc		8 weeks 250 hours	Academic skills application: - academic writing - effective reading - listening and notetaking - oral presentations - academic courses: development issues research methods - cultural orientation (COPE)

- * Increasingly, International TOEFL 550 is becoming the minimum required score for entrance into American universities. At Canadian universities, 550-600 is the required entrance score. Australian universities use the IELTS system and generally require a minimum Band 5.5 to begin post-graduate study.

C I D A
GENERAL TRAINING PROGRAM

CANADA'S DEVELOPMENT COOPERATION PROGRAM IN INDONESIA

Indonesia is an important "Partner in Development" for Canada. For over thirty years Canada has had an active Development Cooperation Program with Indonesia and for 1990/1991 \$46.3 million was disbursed for development cooperation between the two countries.

To match the pace and pattern of expected economic growth in Indonesia, it is essential that educational opportunities are provided in a wide variety of fields. In recent years, Human Resource Development has become increasingly important within the CIDA Indonesia program. This has resulted in significant growth in the number of Indonesians studying in Canada. The majority enroll in graduate programs in Canadian universities. Other needs are met through short-term training programs at community colleges and other Canadian training institutes, or through the assistance of Canadian advisors working in Indonesia. The areas of primary focus are: basic sciences, environmental studies, biology, hydrology, water resources management, Islamic studies and regional resource planning.

Through the development of institutional linkages between Canadian and Indonesian universities and non-governmental organizations, academic relationships are fostered, information is exchanged and technology is transferred.

The provision of effective training in English medium institutions presupposes that trainees have an adequate command of the English language. Currently, all CIDA fellowship programs for Indonesians provide English language training, if required.

The benefits associated with English language training are widely recognized in Indonesia. In addition to providing access to the latest developments in technology, the sciences, management studies and other pertinent fields, English language proficiency among its citizens allows Indonesia to be a player internationally in such areas as business, commerce, and diplomacy. A knowledge of English enables Indonesians to participate in international conferences and to read and contribute to international journals.

The cooperative effort of the CIDA General Training Program and the Overseas Training Office in the publication of this survey recognizes the importance of providing language training support to meet the HRD targets of the Government of Indonesia.

Nipa Banerjee, Ph.D.
First Secretary, Development
Canadian International Development Agency

CIDA - GENERAL TRAINING PROGRAM

The CIDA General Training Program (GTP) is a Human Resource Development (HRD) project which provides long-term fellowships for master's and doctoral programs as well as short-term specialized training. The GTP works closely with the Overseas Training Office (OTO) to carry out its mandate. This five year project, which began in July 1988, was established by the Governments of Canada and Indonesia to assist Indonesia in achieving its HRD targets under REPELITA V.

Cogesult, a Montreal-based private sector firm, was selected by CIDA as the Canadian Executing Agency for this GTP project. The company specializes in management consulting, economic studies and training.

The Canadian Bureau for International Education (CBIE), an Ottawa-based non-governmental organization specializing in international students, was sub-contracted to place and monitor long-term trainees during their stay in Canada.

The GTP has administration offices in the Montreal office of Cogesult and in the Overseas Training Office in Jakarta. The GTP also operates a Canadian Education Resource Center at Jalan Borobudur 6, Menteng, Jakarta.

KEY ACTIVITIES

GTP provides assistance in four major areas. These are:

1. scholarship/training opportunities for 150 person-years of long-term fellowships and up to 25 person-years of short-term training;
2. policy advice/research related to training matters;
3. information and materials on training in Canada through the Canadian Education Resource Center (CERC); and
4. support to the institutional development of the OTO.

1. LONG AND SHORT-TERM TRAINING

GTP scholarships and training opportunities are available to the following groups: Indonesian public servants, and employees of public and private educational institutions and non-governmental organizations. Special consideration is given to candidates from Indonesian projects funded by CIDA, women, and residents from the eastern islands.

Initial selection of GTP long-term trainees for diploma, master's and doctoral programs is through the OTO Pool of candidates for training abroad. Priority is given to applicants whose field of study falls within the GTP priority sectors such as:

management, computer science, engineering, forestry, fisheries development and public health.

The GTP provides **short-term** training funds for specialized training programs in Canada, Indonesia, and the Asia region. Some of the priority sectors include: small business management, development management, and training of trainers.

2. POLICY ADVICE/RESEARCH RELATING TO TRAINING MATTERS

The GTP provides the OTO with policy advice and research on training matters as they relate to Canadian opportunities.

3. CANADIAN EDUCATION RESOURCE CENTER (CERC)

The Canadian Education Resource Center provides a wide range of information and materials training in Canada, including:

- university and college calendars
- reference guides to Canadian and Asian training institutions
- information on admission requirements, academic documents, tuition fees, living expenses
- Canadian language training materials
- reference materials on orientation, re-entry, and Indonesian trainees' experiences in Canada
- Canadian encyclopedias, dictionaries and other fiction/non-fiction references
- Canadian newspapers, journals and magazines
- audio-visual materials focusing on Canada

4. SUPPORT TO THE INSTITUTIONAL DEVELOPMENT OF THE OTO

The GTP works closely with the OTO to assist in the design and implementation of their training activities. These support services include:

- assistance with the selection of candidates for Canadian university and college programs
- assistance in identifying fields of study and appropriate training programs
- information on admission/language requirements
- consultancy services related to language testing
- assessment of language training needs
- information on language teaching institutions in Indonesia and Canada
- advice on orientation and re-entry programs
- a re-entry database for CIDA funded trainees

5. ADDITIONAL INFORMATION

Contact Persons

- in Indonesia :
- Michael Draper, Director
 - Karen O'Kain, Ph.D., Training Advisor
 - Nancy Yildiz, Ph.D., Language Advisor

Addresses

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GTP Canadian Education Resource Center
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Fax: (021) 310-7481

MONTREAL

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General Training Program
85, Rue Ste-Catherine Ouest
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Fax: (514) 287-8643

PROFESSIONAL GROUPS

PROFESSIONAL GROUPS AND MEETINGS

1. Language Training Liaison Group

Meetings are usually held bi-monthly on Thursday, from 09:00 to 11:00 at Lembaga Administrasi Negara (LAN), Pejompongan. The meetings are attended by ELT professionals working on pre-departure programs supported by donor agencies.

The purpose of the meetings is to exchange information on language training projects and activities in Indonesia. Sometimes special meetings on topics of common professional interest are arranged. Minutes of meetings are available.

Contact : Mr. Tim Kirk
Lembaga Administrasi Negara (LAN)
Pejompongan, Jakarta
Telephone : (021) 586-586, Extension 142

2. Teachers of English as a Foreign Language Indonesia (TEFLIN)

TEFLIN sponsors a conference two times a year. At the conference, there are various presentations by EFL professionals teaching in Indonesia, including papers and panel discussions. Conference proceedings are published bi-annually.

Contact : Dr. Soepomo Poedjosoedarmo, Head

Secretariat : FPBS IKIP Sanata Dharma
Mrican, Tromol Pos 29
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Secretary : Dr. J. Bismoko

**DIRECTORY
OF
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Mr. Scott Paauw, Program Director
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Ms. Liet Hellwig, Director of Studies
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Mr. Don Wills, Director of Courses
- ELTI** : English Language Training International
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Mr. Th. Nung Atasana, Deputy General Manager
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Geoffrey Crewes, Director, Projects and
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- IEC** : Intensive English Course
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Drs. J.S. Maursudi, Director of Studies
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Mr. Bambang Pangestu, Executive Director
Mr. Budi Martono W., Assistant Director
- IPPM** : Institut Pendidikan Dan Pengembangan Manajemen
(Institute for Management Education and
Development)
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Ir. Ismail Suhadi, Program Development Manager
- LAN** : Lembaga Administrasi Negara
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Education and Training Unit II
Kampus Diklat
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Ms. Rohaya Sanusi, Head, Balai Diklat II

- LP3B-UT** : Institute for The Development of Language Programs
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- PPIA** : Perhimpunan Persahabatan Indonesia Amerika
(Indonesian - American Friendship Association)
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Ms. Gloria C. Kismadi, Deputy Director, Education and Culture
- SIT** : School for International Training
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YAPINDO : YAPINDO Intensive English Institute
IEI Kampus STEKPI
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Jakarta 12740
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REGIONAL LANGUAGE INSTITUTE DIRECTORY

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FKIP, Udayana Singaraja : Program Studi Pendidikan Bahasa Inggris
(English Language Training Program)
FKIP, Fakultas Keguruan Ilmu Pendidikan
(Faculty of Teacher Training and Education)
Udayana University
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Manokwari** : English Language Training Center
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Jl. Tamansari 84
Bandung 40132
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**TRIAD
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- IEC** : Intensive English Course
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Semarang Institute of Teacher Training and Education
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Semarang Dipenogoro University
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 Yogyakarta 55224
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- UGM** : Language Training Center, (Pusat Pelatihan
Yogyakarta Bahasa) Gadjah Mada University
 Sekip Utara
 Yogyakarta
 Tel : (0274) 88688 ext. 627
 Fax : (0274) 63974
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 Center

WUSC : World University Service of Canada (WUSC)
Yogyakarta Canadian-Indonesian Predeparture Program
Pasca Sarjana, Unit IV
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Yogyakarta 55281
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JAWA TIMUR (EAST)

IKIP : Balai Bahasa Surabaya
Surabaya (Surabaya Language Center)
Institut Keguruan Ilmu Pendidikan
(The Institute of Education and Teacher
Training)
Kampus IKIP
Ketintang, Surabaya
Tel : (031) 810-296
Dra. Mudianingsih Kutsi, Director
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INSTITUT : Institut Pembangunan
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Surabaya Jl. Urip Sumoharjo 25
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PPIA : Perhimpunan Persahabatan Indonesia-Amerika
Surabaya (Indonesian-American Friendship Association)
Jl. Dharmahusada Indah Barat I/3
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UNAIR : Laboratorium Bahasa (Language Laboratory)
Surabaya Airlangga University
 Jl. Airlangga 6C
 Surabaya 60286
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Malang (PDETC) Institute of Teacher Training and
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UNIBRAW : Unit Pelayanan Bahasa Inggris
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 Kalimantan Barat
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Pattimura University
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Poka, Ambon, Maluku
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(Language Center UNDANA)
University of Nusa Cendana
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Kupang, N.T.T. 85118
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SULAWESI

- UNHAS**
Ujung Pandang : Language Center, (Pusat Bahasa)
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Fax : (0411) 22212
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Kampus UNSRAT
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Syiah Kuala University
Darussalam, Banda Aceh
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Drs. Arifin Syamaun, M.Ed., Secretary
- IKIP**
Padang : Language Center,
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Directory

- UNAND
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Padang 25001
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Prof. Dr. Abdul Aziz Saleh, Dean
Drs. Samuel Gunawan, M.A., Executive
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- UNSRI
Palembang** : Lembaga Bahasa (Language Center)
Sriwijaya University
Jl. Sri Jaya Negara
Bukit Besar, Palembang
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Dra. Sutari Harifin, M.A., Assistant Director
- PPIA
Medan** : Perhimpunan Persahabatan Indonesia Amerika
(PPIA)
(Indonesian-American Friendship Association)
Jl. Dipenogoro 23
Medan
Tel : (061) 27140, 27150
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Mr. Said Rahman, Director of Courses
- USU
Medan** : Pusat Bahasa, Universitas Sumatera Utara
(University of North Sumatera Language
Center)
Jl. Abdul Hakim
Kampus USU
Medan
Tel : (061) 23210 Ext. 260
Drs. Chairuddin Rahman, Director
Drs. Syahri Saja, M.A., Secretary

GLOSSARY

ACRONYMS

ENGLISH LANGUAGE TERMS

AES	: Advanced English Skills
BELT	: Basic English Language Training
CALL	: Computer-assisted Language Learning
CEC	: Cambridge English Course
CEP	: Community English Program
CERC	: Canadian Education Resource Center
EAP	: English for Academic Purposes
EFL	: English as a Foreign Language
EHE	: English for Higher Education
ELSD	: English Language Service Department
ELT	: English Language Training
ELTU	: English Language Training Unit
EOP	: English for Occupational Purposes
ESL	: English as a Second Language
ESP	: English for Special Purposes
ESU	: English Service Unit
ETA	: English for Training Abroad
PIES	: Post-intermediate English Skills
PGCE	: Post-graduate Certificate in EFL
RSA/EFL	: Royal Society of Arts/EFL Certificate
SELTU	: Service English Language Training Unit
SDL	: Self-directed Learning
SRC	: Student Resource Center
TEFL	: Teachers of English as a Foreign Language
TEFLIN	: Teaching English as a Foreign Language in Indonesia
TESL	: Teachers of English as a Second Language
TESOL	: Teachers of English to Students of Other Languages
UPT	: Unit Pelaksana Teknis (Technical Implementation Unit)

ENGLISH LANGUAGE TEST TERMS

ALIGU	: American Language Institute/Georgetown University English Language Proficiency Test
CanTEST	: Canadian Test for Scholars and Trainees
CAE	: Certificate in Advanced English
CEELT	: Cambridge Examination in English for Language Teachers
CPE	: Certificate of Proficiency in English
FCE	: First Certificate in English
GMAT	: Graduate Management Admission Test

Acronyms

GRE	: Graduate Record Examination
IELTS	: International English Language Testing System
PET	: Preliminary English Test
TOEFL	: Test of English as a Foreign Language
TOEIC	: Test of English for International Communication
TPA	: Test Potensi Akademik (Academic Aptitude Test)
TWE	: Test of Written English

EDUCATION TERMS USED IN INDONESIA

SD	: Sekolah Dasar (elementary school)
SMP	: Sekolah Menengah Pertama (junior high school)
SMA	: Sekolah Menengah Atas (senior high school)
STM	: Sekolah Teknik Menengah (technical high school)
S1	: Sarjana 1 (bachelor's degree)
S2	: Sarjana 2 (master's degree)
S3	: Sarjana 3 (doctorate degree)

ORGANIZATIONS AND FOREIGN AID DONORS

AIDAB	: Australian International Development Assistance Bureau
BAPPEDA	: Regional Development Planning Agency (Indonesia)
BAPPENAS	: National Development Planning Agency (Indonesia)
CIDA	: Canadian International Development Agency
CUSO	: Canadian University Service Overseas
EIUDP	: Eastern Indonesia University Development Project
GTP	: General Training Program
IDP	: International Development Program (Australia)
IIE	: Institute of International Education
IPA	: Institute of Public Administration
IUC	: Inter-University Consortium
JIF	: Japan-Indonesia Science and Technology Forum
MUCIA	: Midwest Universities Consortium for International Activities
NASTOT	: National Steering Team for Overseas Training
OTO	: Overseas Training Office
ODA	: Overseas Development Administration (U.K.)
SIL	: Summer Institute of Linguistics
UCLES	: University of Cambridge Local Examinations Syndicate
USAID	: United States Agency for International Development
USIA	: United States Information Agency
USIS	: United States Information Service
VIA	: Volunteers in Asia
VSO	: Voluntary Service Overseas (U.K.)
WUSC	: World University Service of Canada

ENGLISH LANGUAGE INSTITUTES

ALT	: American Language Training
BCELC	: British Council English Language Centre
EEC	: English Education Center
EEP	: Executive English Programs
ELTI	: English Language Training International
FKIP	: Fakultas Keguruan Ilmu Pendidikan (Faculty of Teacher Training and Education)
IALF	: Indonesia-Australia Language Foundation
IEC	: Intensive English Course
IKIP	: Institut Keguruan dan Ilmu Pendidikan (Institute of Teacher Training and Education)
ILP	: International Language Programs
IPPM	: Institut Pendidikan Dan Pengembangan Manajemen (Institute for Management Education and Development)
ITB	: Institut Teknologi Bandung (Institute of Technology Bandung)
LAN	: Lembaga Administrasi Negara
LP3B-UT	: Lembaga Pengembangan Program Pengajaran Bahasa Univesitas Terbuka (Institute for The Development of Language Programs, Open University, Indonesia)
PPIA	: Perhimpunan Persahabatan Indonesia Amerika (Indonesian-American Friendship Association)
SIT	: School for International Training
SERC	: Sampoerna Executive Resource Center
TBI	: The British Institute
UI	: Universitas Indonesia (University of Indonesia)
UGM	: Universitas Gadjah Mada (Gadjah Mada University)
UNAIR	: Univeritas Airlangga (Airlangga University)
UNAND	: Universitas Andalas (Andalas University)
UNCEN	: Universitas Cendrawasih (Cendrawasih University)
UNDANA	: Universitas Nusa Cendana (Nusa Cendana University)
UNDIP	: Universitas Dipenogoro (Dipenogoro University)
UNHAS	: Universitas Hasanuddin (Hasanuddin University)
UNIBRAW	: Universitas Brawijaya (Brawijaya University)
UNMUL	: Universitas Mulawarman (Mulawarman University)
UNPATTI	: Univesitas Pattimura (Pattimura University)
UNRAM	: Universitas Mataram (University of Mataram)
UNSRAT	: Universitas Sam Ratulangi (Sam Ratulangi University)

Acronyms

UNSRI	:	Universitas Sriwijaya (Sriwijaya University)
USU	:	Universitas Sumatera Utara (University of of North Sumatera)
UNSYIAH	:	Universitas Syiah Kuala (Syiah Kuala University)
WUSC	:	World University Service of Canada (WUSC)
YAPINDO IEI	:	YAPINDO Intensive English Institute

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Nancy Yildiz is the English Language and Orientation Advisor to the CIDA-General Training Program and through this office provides institutional support to the Overseas Training Office (OTO), National Development Planning Agency (BAPPENAS) of Indonesia. She has been in the field of international education since 1978, working as a consultant and teacher trainer for the University Grants Commission in Sri Lanka, and as an instructor and curriculum writer in the Canada/China Language Center at Beijing Normal University. As Director of Special Language Programs of Vancouver Community College in Canada, she developed language and academic programs for groups of Japanese high school and university students. She is well-known for her seminar and conference presentations and has advised governments and private sector organizations on international education issues. She holds an M.Ed in TESL from the University of British Columbia, Canada, and a Ph.D. in Applied Linguistics from the Institute of Education, University of London, England. Her interests include program planning and evaluation, teacher training, and curriculum development.

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SURVEY OF ENGLISH LANGUAGE INSTITUTES IN INDONESIA

FIRST EDITION

This is the first national survey of English Language Institutes in Indonesia. It provides information on over 50 government and private English language institutes in Jawa, Sumatera, Kalimantan, Sulawesi, Bali, Nusa Tenggara, Maluku, and Irian Jaya.

The survey offers detailed descriptions of language courses, facilities, staff, support services and specialties of the English language institutes throughout the country.

It is intended to provide practical information to Indonesian government ministries and organizations, development agencies, foreign aid donors, and educational advising services interested in identifying appropriate English language training programs for Indonesian trainees who need to improve their English language proficiency.

The authors, Nancy Yildiz (CIDA/GTP), Claire Wilbur and Asim Gunarwan (OTO-BAPPENAS) are currently administrators and advisors of the pre-departure language programs for Indonesian post-graduates who plan to study overseas.

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